

Trinidad and Tobago Bureau of Standards (TTBS)

Administrative Report

2018-2019

Derek Luk Pat
TTBS | EXECUTIVE DIRECTOR

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List of Acronyms

TERM	MEANING
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
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 Organization 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
PMS	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
TDC	Tourism Development Corporation
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
TTTRLA	Trinidad and Tobago Tourism Regulatory and Licensing Authority
UKAS	United Kingdom Accreditation Service
UPS	Uninterrupted Power Supply
WASA	Water and Sewerage Authority
WTO	World Trade Organization
Y/E	Year Ending



TRINIDAD & TOBAGO
BUREAU OF STANDARDS

THESE OFFICES
& LABORATORIES AT
MACOYA

WERE FORMALLY OPENED BY
THE HONOURABLE
GEORGE M. CHAMBERS
PRIME MINISTER
ON TUESDAY 8TH JULY 1986

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 sole national body responsible for the preparation and adoption of National Standards and the application of these, via Conformity Assessment procedures such as Inspection, Testing and Certification. These functions, along with Metrology and Accreditation, fundamentally support the development of a National Quality Infrastructure (NQI).

TTBS plays a key, 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 latter which was approved by Cabinet in April 2018. It should come as no surprise to this audience that the NQP is aligned with the Government of the Republic of Trinidad & Tobago's Vision 2030 and the United Nations Sustainable Development Goals 2030.

As one of the agencies charged with a lead role in supporting local socio-economic growth through the active development of the National Quality Infrastructure, TTBS has a responsibility to balance the economic development of the nation with the welfare of its citizens through its work in the implementation of the NQP and the promotion and facilitation of a robust NQI. These key components of an effective National Quality System can improve ease of doing business, increase export market access and enhance national business productivity.

Under the Standards Act No. 18 of 1997, the primary role of TTBS is to develop, promote and enforce standards in order 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.

The National Quality Infrastructure includes all systems for standardization, testing, inspection, certification, measurement and, last but not least, 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 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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Derek Luk Pat
Executive Director
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 - Quality-Intelligent Businesses	IP3 - Market TTBS Quality Solutions
MS2 - A strong National Quality System	IP4 - Promote TTBS Mission & Vision and Quality Culture
MS3 - Key Partner in National Development	IP5 - Build Strategic Partnerships
F1 - Increase Financial Sustainability	IP6 - Manage internal customer relationships
F2 - Gain Strategic Funding	IP7 - Manage external customer relationships
C1 - Provide Quality Industry Solutions	IP8 - Manage strategic & operational risks
C2 - Strengthen National Quality System	LG1 - Become a learning organisation
C3 - Advise Public & Industry	LG2 - Develop Strategic Competence
C4 - Assure confidence in products and services used locally	LG3 - Acquire & manage strategic IT
IP1 - Deliver Responsive Services	LG 4 - Demonstrate TTBS Core Values
IP2 - Assure confidence in TTBS products & services	

2. Organisational Structure

A. Organisational Profile

Role and Function of TTBS

Roles

TTBS is mandated to play a key, lead role in socio-economic development through;

- its mandates under the Standards Act and Metrology Act and accompanying, respective Regulations
 - the National Standards Body;
 - the National Measurement Institute, including:
 - a Legal Metrology Unit;
 - the National Quality Certifying Body, encompassing:
 - an Implementation Division;
 - a Certification Division;
 - a Laboratory Testing Division;
 - the National Laboratory Accreditation Body;
- its roles as:
 - the implementation and administrative agency of the World Trade Organisation (WTO) guidelines for Technical Barriers to Trade (TBT) on behalf of the Government of Trinidad and Tobago;
 - the National Enquiry Point under WTO guidelines for TBT.

The Standards Act is augmented by the Metrology Act which empowers TTBS to act in the three major manifestations of Metrology; Scientific, Industrial and Legal. These together make up the measurement system to support conformity assessment. This requires three related roles for TTBS as:

- The National (measurement) Standards Laboratory Body,
- The National Calibration Service
- The Legal Metrology Inspectorate

The management of issues related to the Agreement on TBT of the WTO is another role of the TTBS imparted through the combined effects of Cabinet Note 553 of 1996 and the Trinidad and Tobago implementation Statement to the WTO in 1998. These require TTBS to function as:

- The National TBT Enquiry Point
- The TBT Management Unit

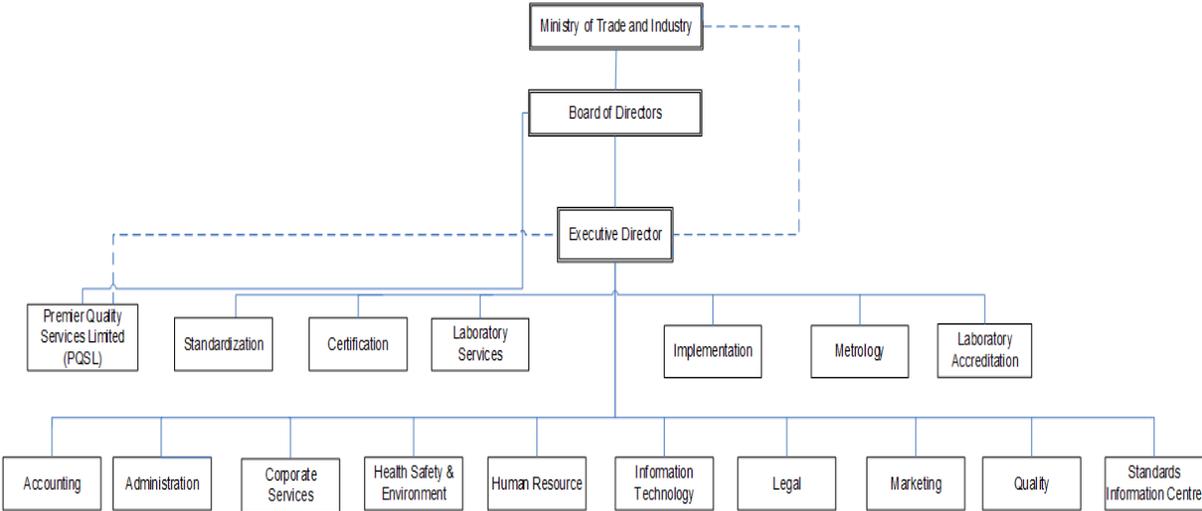
- Representative to regional Standards Body – CARICOM Regional Organisational Standards and Quality (CROSQ)
- Representative to international Standards and Conformity Assessment Bodies (CABs)

Functions

These several 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 standards local, regional and international
- Institution of a National Quality System and the establishment, administration and operation of relevant schemes; of standardization and certification of goods
- Inspection of operations associated with the production of goods
- The examination of goods upon landing and any entries in respect to such goods (*Implementation Division*).
- Designation of test equipment for purposes of measuring, comparing and testing the characteristics of any goods or process
- Testing of Goods
- Certification of Goods
- Certification of Management Systems
- Accreditation of Laboratories (*Laboratory Accreditation Service*)
- Procurement and maintenance of National Measurement Standards
- Provision of Calibration Services
- Establishment and operation of the Legal Metrology Inspectorate
- Establishment and operation of the national TBT enquiry point
- Management of issues associated with TBTs.

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
Dayle Connelly	Vice-Chairman
Renee Johncilla	Director
Gary Turpin	Director
Glenn Wilson	Director
Andre Ow Buland	Director
Maurice Moniquette	Director
Trudy Lewis	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 four sub-committees which generally meet monthly in preparation for board meetings consistent with the principles of good corporate governance:

- **Tenders Sub-committee** – to, inter alia, monitor and make recommendations on financial policy matters, financial operations and performance, and management of the tendering process; 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 Tenders sub-committee consists 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.

- **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
 - Security
- Corporate Services
 - Project Management
 - Trade
- 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 with the objective of improving local industrial practices and enhancing 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 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 practices 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; this is one of the key TTBS projects for 2018/2019 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 2018/2019 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,

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 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 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 maintains Affiliate Country status on the International Electrotechnical Commission (IEC) which develops electrical standards. 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 Organization 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)** 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 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 (1st, 2nd, and 3rd party registration), personnel certification, 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. On 2017-09-26, the Implementation Division received accreditation from the Jamaica National Agency for Accreditation (JANAAC) to ISO/IEC 17020 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. 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.

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 United Kingdom Accreditation Service (UKAS) and provides services through four laboratories: Chemical Products; Electrical Products; Fibre Products; Material Products. The 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 results. The labs at TTBS provide testing in the areas of:

- 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 58:2010 - Sodium hypochlorite solutions (Liquid chlorine bleaches) – Specification (3rd Revision)
 - 2.2. 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 69:2012 - Steel Sheets - Zinc and Aluminium-Zinc Alloy Coated - Profiled for Roofing and General Purposes – Specification (1st Revision)
4. Trinidad and Tobago Tourism Industry Certification Programme (TTIC)
 - 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
 - 4.6. TTS 540:1998 - Requirements for Motor vehicle Short Term Rental Operations 2015
Environmental management systems – Requirements with guidance for use

Laboratory Accreditation Services

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 17011 – 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

Metrological 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 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 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 in TTBS and facilitates the relevant training to staff. 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 under the Public Sector Investment Programme (PSIP).

The Trade Function plays a role in the recommendation, development and application of policy and *best practices* that enables TTBS, and by extension Trinidad and Tobago, to effectively implement and administer WTO agreements, Trade related mandates and strategic priorities. This includes 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.

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 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.

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

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

Standardization

LOCAL:

- Ministry of Trade and Industry:
 - PSIP 220 Project – Enhancing The Quality Infrastructure For Trinidad And Tobago – Component III: Quality Infrastructure (QI) to support Innovation for Enhanced Competitiveness, Export Capability, Research and Development.

REGIONAL:

- COTED:
 - Recommendations on voting positions on draft regional standards which are submitted for approval by the Council for Trade and Economic Development (COTED).
 - Recommendation 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 – Providing reliability to Quality Infrastructure Component IV QI for Sustainable Energy – Development of an Energy Efficiency Scheme

Certification

LOCAL:

- **Ministry of Trade and Industry:**
 - PSIP 220 Project
 - Physical Infrastructure Development, Capacity Building and Organizational Strengthening – CALIDENA Project (Value Chain Analysis for QI for the Poultry Sector)
 - QI to support Innovation for Enhanced Competitiveness, Export Capability, Research and Development - Product Category Rules Project
- **Tourism Development Corporation (TDC):**
 - Trinidad and Tobago Tourism Industry Certification Programme (TTTIC)

Metrology

LOCAL:

- **Ministry of Trade and Industry:**
 - PSIP 220 Component IV: Advancing the National Metrology System for Trinidad and Tobago
 - Advisory Committee for Metrology

REGIONAL:

- **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)

Laboratory Accreditation Service

LOCAL:

- **Ministry of Trade and Industry:**
 - PSIP 220 Project – Enhancing the Quality Infrastructure for Trinidad and Tobago – Establishment of the Trinidad and Tobago Accreditation Service for Conformity Assessment (TTASCA)
- **Ministry of Health:**
 - Proficiency testing performance of 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:

- **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

LOCAL:

- **Ministry of Trade and Industry:**
 - PSIP 220 – Enhancing the Quality Infrastructure for Trinidad and Tobago
 - MTI 2018 - 2019 Workplan
 - Ministry of Planning and Development PSIP Achievement Report – March 2019
 - Ministry of Finance Balance of Payment Survey – Quarterly (Oct – Dec 2018, Jan-Mar 2019, Apr – Jun 2019 and Jul-Sept 2019)

REGIONAL:

- **CROSQ:**
 - Reports relating to regional projects

Trade

LOCAL:

- **MTI**
 - 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**
 - Report on initiatives related to the Committee for Technical Barriers to Trade, Information Management and Enquiry Point (TIE), WTO, GRP recommendation
 - Contribute to CROSQ's Country Report

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 post work shop 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

Implementation Division

Short term

- Gasoline and diesoline inspection and testing
- Automotive batteries inspection and testing

Medium term

- H & I beam inspection and testing
- Inspection and testing of local cement manufacturer

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

- Switching of accreditation provider for ISO/IEC 17025
- Maintenance of laboratory accreditation for tests under a regulatory regime

Medium term

- Increased scope of accreditation to include parameters in the Water Pollution Rules
- Establish laboratory to carry out energy efficiency testing of lighting products
- Improve efficiency of laboratory operations by upgrade of laboratory equipment and infrastructure

Long term

- Incorporate textile science into academia at the tertiary level

Certification Division

Short term

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

Medium term

- Accreditation of the Certification Division to ISO/IEC 17021

Long term

- Restructuring the Division for effective operations, including revised Job Descriptions

Metrology Division

Short term

- Continual verification of measuring devices in the various sectors
- Completion of Municipal Markets verification
- Implementation of Compressed Natural Gas (CNG) verification
- Completion of traceability chain for mass measurements

Medium term

- Prepare for international recognition of best measurement capabilities for Temperature

Long term

- Full implementation of the Metrology Act

Laboratory Accreditation Service

Short term

- Census of CABs
- Accreditation Knowledge Management System designed, developed and implemented
- Attain ILAC Associate Membership
- Complete and implement TTLABS Management System based on ISO/IEC 17011

Medium term

- Establish the independent accreditation body, Trinidad and Tobago Accreditation Service for Conformity Assessment

Long 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.

Standards Information Centre

Short term

- Implementation of e-store to facilitate the sale of national standards online
- Update library's ISO collection to ensure currency of material
- Update operating procedures to improve efficiency and service delivery

Medium term

- Creation of a Knowledge and Information Division to manage TTBS' Information and Knowledge needs
- Enhance customer base for standards
- 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 into business operations

Project Management

Short term

- Formalization of the Project Management System (PMS) 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

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

Long term

- Increased implementation of projects under the National Quality Policy
- Increased participation/coordination in regional and international QI/Trade related projects

Trade

Short term

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 on conducting RIA
- 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))

Medium term

- Formalizing Trade Unit
- Lobby Institutionalizing GRP nationally
- Advocating for the establishment of a National Non –Tariff Measures (NTM) Committee

Long term

- Focal point for RIA
- Co-chair the National NTM Committee
- Contingent on the status of Medium term initiatives this will dictate the long-term initiatives authority. For example TTBS being the RIA focal point and conducting of RIA's and interagency initiatives related to NQP recommendations and furthering of compliance with TBT, Sanitary and Phyto Sanitary measures (SPS) and TF Agreements

B. Performance Objectives and Accomplishments

This section will highlight TTBS' achievements relative to the planned targets of the Performance Management System (PMS). Performance will be discussed by Units. For each Unit, the following will be described: Overall Performance, Significant Achievements and *Opportunities for Development* FY 18/19 and Way Forward FY 19/20 (*which represents the strategic intent for the next year FY19/20*).

2018/19 Achievements

The PMS and Performance Incentive System were implemented in 2006/07 as two separate and distinct elements of an overall performance framework. The first calculation gives the performance average of each Unit while the second tracks the performance of the Units that are over 80%. This year however the Strategic Planning process though completed has not been approved by the TTBS Board of Directors. In the final year of this Strategic planning period the new Executive Director together with the Leadership Team reviewed and revised this strategic plan, included ten Key TTBS Projects and this new version was approved by the TTBS Board. In addition each Manager and Head of Unit completed a Strategic Project plan for this year as an inclusion to the TTBS Strategic Planning framework.

Strategic Business Units

STANDARDIZATION DIVISION

The overall actual audited result relative to the plan for 18/19 was 95%.

Significant Achievements

Approval of the National Standardization Strategy 2019-2022 which includes key standards for products such as

- Construction products - Rolled structural steel products and concrete masonry units
- Automotive Adapter Driver Controls for Persons with Disabilities
- Revision of National Fuel Standards
- Good Agricultural Practices
- Beach operations
- Occupational Health and Safety
- Laundry Detergent
- Updating of compulsory National Standards in the areas of construction, electrical etc.

Hosting of nine (9) stakeholder engagement sessions as follows:

- Discussion with Chemistry, Food and Drugs Division (CFDD) of the Ministry of Health on Strengthening the Strategic And Operational Working Relationship Between TTBS and CFDD
- Discussion with the Water and Sewerage Authority (WASA) on the development of a National Plumbing Code
- Discussion with MTI on the enforcement of standards
- Revision of the National Compulsory Standard for Laundry Detergents
- Meeting with the former Petroleum Company of Trinidad and Tobago Limited (PETROTRIN) on the revision of the National Compulsory Standards for Gasoline and Diesel
- Hosting of the 35th CROSQ Council Meeting
- Hosting of a regional workshop on Energy Efficiency Labelling Standards, in collaboration with CROSQ
- Participation in the Caribbean Festival of Arts (CARIFESTA) XIV 2019, in collaboration with the Ministry of Trade and Industry, ExporTT and CreativeTT

Building partnerships with regional and international organizations

- Updated the Memorandum Of Understanding (MOU) with the Underwriters Laboratories (UL) Inc.
- Participation in the ISO General Assembly and Developing Countries (DEVCO) Committee Meeting 2019 held in South Africa by conducting presentations and technical sessions related to International Standards for Circular Economy, Conformity Assessment and Good Standardization Practices
- Creation of National Mirror Committees for Occupational Health and Safety, Circular Economy and Information and Communication Technology (ICT)

Collaborations with national development organizations

- Initiated discussions with the University of Trinidad and Tobago on the incorporation of standardization into educational curricula
- Initiated collaboration with the Ministry of Planning and Development to develop National Standards for alternative products to Expanded Polystyrene Products being used in the food service industry
- Collaboration with National Agricultural Marketing Development Corporation (NAMDEVCO) in the development of a National Standard for Good Agricultural Practices
- Collaboration with the Ministry of Public Administration on the development of National Standards for ICT
- Collaboration with the Ministry of Planning and Development on the development of a project proposal for the formulation of a National Building Code
- Promotion of National Standards for Cocoa Quality
- Increased application of International standards via creation of collaborative groups related to ISO standards for Information Communication Technology, Health, Safety and the Environment (HSE)

Opportunities for development

- Enhance the organizational structure for the Division
- Application of a Project Management Methodology for standardization and Good Standardization Practices
- Establish a new process for the development of compulsory standards

Way forward – FY 19/20

- Rollout of the National Standardization Strategy 2019-2022
- Maximize participation in regional and international standardization

- Increase technical knowledge of biodegradability and compostability to support the development of National Standards

IMPLEMENTATION DIVISION

The overall actual audited result relative to the plan for 18/19 was 86%.

Significant Achievements

- ISO/IEC 17020 Accreditation
- Development and Finalization of Inspection Schemes

Opportunities for Development

- Training and Competency Development

Way forward – FY 19/20

- Advancement of Conformity Assessment programmes

LABORATORY SERVICES DIVISION

The overall actual audited result relative to the plan for 18/19 was 93%.

Significant Achievements

- Collaborate with the National Ozone Unit for the identification of refrigerants coming into the country
- Conduct testing of environmental waters in order for the Environmental Management Authority (EMA) to develop baseline standards for water quality in Trinidad and Tobago
- Develop competency for CFL and LED bulb testing by collaborating with the Ministry of Planning, UNDP - Energy Efficiency Project funds

Opportunities for Development

- Process mapping project

Way forward – FY 19/20

- Increasing support for TTBS Regulatory activity
- Increased focus on energy efficiency testing to support TTBS' role as the Regional Centre of Excellence for Energy Efficiency Testing for Lighting

CERTIFICATION DIVISION

The overall actual audited result relative to the plan for 18/19 was 84%.

Significant Achievements

- Management Systems Certifications (ISO 9001 and 14001 Certifications)
 - Transition to ISO 9001: 2015 and ISO 14001:2015 - TTBS performed transition audits for all clients and certifying those that met the requirements of the new standard.
- Mandatory Product Certification programmes:
 - Continuation of 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)
 - Implementation of a market surveillance programme in Sep 2019 for:
 - TTS 588:2015 Hollow Clay Blocks - Horizontal Core – Specification
- Trinidad and Tobago Tourism Industry Certification
 - Service Level Agreement (SLA) established with the Tobago Tourism Agency Limited in Oct 2018 to cover the certification of the following:
 - 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 580:2009 - Tour Operators Specification
 - TTS 579:2018 - Tour Guides Specification
 - TTS 296:2008 - Tourist Land Transport Service Providers
 - TTS 540:1998 - Requirements for Motor Vehicle Short Term Rental Operations 2015 - Environmental management systems - Requirements with guidance for use
- 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). This standard contains principles and requirements for the competence, consistency and impartiality of bodies providing audit and certification of management systems including those defined by ISO 9001 and ISO 14001. TTBS applied and was approved for support regarding accreditation of TTBS' management system certification activities under the 11th European Development Fund (EDF) Economic Partnership Agreement (EPA) TBT Programme being managed by CROSQ and Physikalisch-Technische Bundesanstalt (PTB) - the national metrology institute of Germany

Opportunities for Development

- Build Technical Competency for ISO 9001 and ISO 14001 auditors for the scope of Cement, Ready-mix Concrete and Concrete Masonry Units.
- Development of the Certification Division's Management System

Way forward – FY 19/20

- Mandatory Certification Programmes for the following:
 - TTS 58:2010 Sodium hypochlorite solutions (Liquid chlorine bleaches) – Specification
 - TTS 598:2012 Cold-Formed Steel Framing Members for Structural Applications
- Review possibility of a Mandatory Certification Programme for:
 - TTS/CRS 54:2016 Specification for Cement

METROLOGY DIVISION

The overall actual audited result relative to the plan for 18/19 was 84%

Significant Achievements

- Transition to ISO/IEC17025:2017 Standard for the calibration laboratories
- Development of the mass traceability chain
- Submitted Calibration and Measurement Capability (CMC) for mass to Regional Metrology Organisation for approval
- 100% fuel dispensers verified in Trinidad and Tobago

Opportunities for Development

- Development of database for both calibration and legal metrology services

Way forward – FY 19/20

- Complete traceability chain for mass
- Prepare to submit CMC for Temperature
- Verification of measuring devices in Municipal Markets
- Implement CNG verifications
- Implement Quantities of Goods
- Develop strategy for road tank wagons and bulk meters

LABORATORY ACCREDITATION SERVICE

The overall actual audited result relative to the plan for 18/19 was 71%.

Significant Achievements

- Participation in national policy making meetings on quality and conformity assessment
- Hosted training programmes for ISO 15189:2012, transition training laboratories and assessors for ISO/IEC 17025:2017
- Completed the design of the process for competence management of personnel involved in the assessment and accreditation activities
- Completion of assessor and pre-assessor training
- Chairperson of the Promotions Sub-Committee of the Inter-American Accreditation Cooperation (IAAC)

Opportunities for Development

- Develop and implement the Accreditation Knowledge Management System (AKMS)
- Complete Phase I of the Census of CABs - Laboratories

Way forward – FY 19/20

- 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
 - Prepare and submit legislative brief to the Chief Parliamentary Counsel for the development of the TTASCA Bill
- Application for ILAC Associate Membership

Strategic Support Units

STANDARDS INFORMATION CENTRE

The overall actual audited result relative to the plan for 18/19 was 86%

Significant Achievements

- Signed a consignment agreement for the sale of National Standards with Unique bookstores across Trinidad and Tobago
- Launched of the Trinidad and Tobago Standards e-store for the sale of National Standards online
- Updated the ISO and CROSQ Standards' print collections
- Updated the Trinidad and Tobago Standards Database to link National Standards to the Standards e-store

Opportunity for Developments

- Update SIC's print Standards Collection
- Explore new opportunities to expand the distribution channels for National Standards
- Obtain, implement and utilize best IT tools to improve the accessibility and delivery of information

Way forward – FY 19/20

- Update Print Standards Collection
- Explore new opportunities to expand the distribution channels for National Standards
- Obtain, implement and utilize 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

PROJECT MANAGEMENT

The overall actual audited result relative to the plan for 17/18 was 48%

Significant Achievements

- Trained persons in Grant Proposal Writing
- Began implementation of projects under the National Quality Policy 2018-2030
- Supported MTI in development of Cabinet Note for Formation of National Quality Policy
- CALIDENA – Yachting
- Accreditation of Public Laboratories
- Preparation for hosting of National Quality Forum

Opportunities for Development

- Development of Project Management Office Charter
- Establishment of Project Management Framework Policy for TTBS
- Building organizational competency in project management

Way forward – FY 19/20

- Continued Execution of NQP Implementation Plan and Communication Plan
- Programme for promotion of NQP to be developed

TRADE

The overall actual audited result relative to the plan for 18/19 was 60%

Significant Achievements

- Furthered GRP plans
- Contributed to Regional project formulation and output regional (RIA) guide
- Inaugural Chair of the Regional committee on Technical Barriers to Trade
- Secured Technical Assistance for Capacity Building - Regional Trade Policy Course (RTPC), WTO Transparency workshop (Geneva)
- Promotion of the TBT Enquiry Point (EP) and ePing dissemination tool through participation in a WTO video and presentation and revision of an EP information brochure
- Integrated Trade, EP and ePing interfaces on the TTBS website

Opportunities for Development

- Secure technical assistance for regional transparency workshop (Bahamas)
- Secure technical assistance for a national workshop for Trade Promotion Agencies and Standards Organizations

Way forward – FY 19/2020

- 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 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, discussed with the Executive Director, changed as is necessary with discussion with the relevant Manager/Head. The compiled numbers are discussed with the Management Team and agreed. It is then reformatted into the Ministry's format and submitted.

B. Expenditure Vs Income

See Consolidated Audited Financials at Addendum I

C. Debt Policy

TTBS does not have a debt policy, however, the organisation is currently working on a Credit Policy.

D. Investment Policy

TTBS does not have an Investment Policy. However, a submission was made to the Board via a Board Note for consideration and the Board approved for the organisation to invest in First Citizens Investment Services. Furthermore, a letter was sent to MTI's Permanent Secretary seeking permission as required by the Standards Act.

E. Internal Audit Functions

There are no internal financial audit functions at this time. This is expected to commence in early FY 19/20

F. PSIP Summary Report On Overall Status

See Appendix 7 below

5. Human Resource Development Plan

A. Organisational Establishment

Reference to 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 seeks 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 the 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 is 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) has begun 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 the procurement activities. The Management Tenders Committee would have begun reviewing the documentation provided by the OPR and a representative attended the OPR's Capacity Building programme to update TTBS' Procurement Policies, Processes and Procedures.

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, and the sections A, B and C below are extracted from **4.0 Definitions** and **7.0 The Procurement Process** respectively.

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 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) place where offer is to be submitted;
- i) statement of non-acceptance of late submission;
- j) invitation to 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.

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

- Completion of national standards as follows:
 - TTCS 1:2018, Sodium hypochlorite solution (liquid chlorine bleach) – Compulsory requirements
 - TTS 58:2018, Liquid chlorine bleach (sodium hypochlorite solution) – Specification (4th Revision)
 - TTS 598:2019, Cold-formed steel framing members for structural applications - Specification (1st Revision)
 - TTS 69:2019, Profiled steel sheets for roofing and siding applications - Specification (2nd Revision)
 - TTS 578:2019, Guide to the Selection of Fabrics (1st Revision)

IMPLEMENTATION DIVISION

- Information available on TTBS website for all Inspection activities
- Information available on 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 market place
- Face to face dissemination of information at TTBS' Outstations Enquiries via phone and emails
- Enquiries via phone and emails

LABORATORY SERVICES DIVISION

- Eleven brochures were developed on testing services offered. These brochures were sent to potential clients.
- Staff highlighted services via the TTBS booth through booth displays and interaction with participants in the Trade and Industry Convention
- Provided lab tours to students in secondary and tertiary institutions as well as trade schools
- The Division has a page on the TTBS website

CERTIFICATION DIVISION

- Information available on TTBS Website for all certification programmes
- Enquiries via phone and emails
- Brochures
- National Stakeholder Meeting for Liquid Chlorine Bleach
- Public Advisories and Advertisements on Product Certification Activities via newspapers and social media.

METROLOGY DIVISION

- Information available on website – calibration services and legal metrology
- Calibration Services Brochure

LABORATORY ACCREDITATION SERVICE

- Provided audit and training services to different public service and private sector entities

STANDARDS INFORMATION CENTRE

- Developed e-payment platform for National Standards for improved accessibility of key National Standards
- Development of MOUs related to facilitate the adoption, sale and distribution of National Standards
- Establishment of a reseller agreement with Unique Bookstores and Nelson’s Bookstore in Tobago, to specifically reach clients in Tobago

PROJECT MANAGEMENT

- Provided information to MTI on TTBS Services as required

TRADE

- Enquiry Point services available on TTBS’ website, on social media handles and via links on Trade Support Institutions webpages (TTMA, Trinidad and Tobago Chamber of Industry and Commerce, (TTCIC) exporTT)

B. Community and Stakeholder Relations/Outreach

STANDARDIZATION DIVISION

- Stakeholder Workshop on Energy Efficiency Labelling of CFLs and LEDs, Refrigerators and Air Conditioners
- Promotion of National Standards for Cocoa Beans (Quality and Sampling)
- Technical Workshop “Building a safe infrastructure for Electric Vehicles” in collaboration with the CROSQ and UL
- Stakeholder Consultation on Good Agricultural Practices – Fresh Produce Requirements
- Awareness Session – Standards for Biodegradable and Compostable Materials
- Stakeholder Consultation – Proposed Compulsory Standard on Laundry Detergents

IMPLEMENTATION DIVISION

- Information available on TTBS website for all Inspection activities
- Information available on 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 market place
- Face to face dissemination of information at TTBS’ Outstations Enquiries via phone and emails

LABORATORY SERVICES DIVISION

- Information available on TTBS website for all testing services
- Brochures developed and distributed to all National Standards Bodies in CARICOM
- Presentation on applicable testing services at all stakeholder consultations by Standardization, Implementation and Certification Divisions
- Meeting and presentations to interested stakeholders such as University of the West Indies (UWI), TTMA, Point Lisas Industrial Port Development Company (PLIPDECO), WASA
- Booth displays at Trade and Industry Conference (TIC), American Chamber of Commerce (AMCHAM) Health, Safety and Environment Conference
- Hosting of UWI Interns for final year projects
- Tours by trade and secondary schools

CERTIFICATION DIVISION

- Meetings with Ministry of Tourism to discuss Trinidad and Tobago Tourism Regulatory and Licensing Authority (TTURLA)
- Meetings with Tobago House of Assembly and Trinidad Tourism Limited on the operations and re-implementation of TTTIC respectively.
- National Stakeholder Meeting for Liquid Chlorine Bleach
- Public Advisories and Advertisements on Product Certification Activities via newspapers and social media.

METROLOGY DIVISION

- Meeting with NGC – CNG
- Meeting with Regional Corporations with responsibility for markets
- Meeting with NAMDEVCO on verification of measuring devices
- Meeting with Tobago House of Assembly and Central Administrative Services, Tobago on verifications and awareness in Tobago

LABORATORY ACCREDITATION SERVICE

- Provided assessment and training services to different public service and private sector entities

STANDARDS INFORMATION CENTRE

- Social media posts related to National, Regional and International Standards, in addition to key TTBS activities
- Posts on TTBS' Website related to Standards development, Certification, Inspection, Metrology and Accreditation as well as the National Quality Policy
- Registration for stakeholder engagement sessions to obtain feedback on draft standards during the Public Comment stage
- Promotion of the sale of standards online and in Unique Bookstores and Nelson's Bookstore in Tobago
- Updates to the Standards Database including new declared standards and the associated Legal Notices
- Creation of marketing props for CARIFESTA, CNG Symposium and Trade and Investment Convention (TIC)

PROJECT MANAGEMENT

- Made a presentation to the Board of TTMA on the NQP
- Developed one flyer and one brochure promoting the NQP
- Participated in the Stakeholder Consultations on the development of the Trinidad and Tobago Trade Policy 2019-2023 and the SEW Legislative and Institutional Review
- Launched the Accreditation of Public Laboratories programme in collaboration with MTI and TTLABS
- Collaborated with the MTI on the promotion of the National Quality Policy at the Trade and Investment Convention
- Participated in MTI's Technical Coordinating Committee

TRADE

- Meeting on the EPA Implementation: developing a monitoring and evaluation framework
- Participated in Workshop on Transparency with the WTO (Geneva)
- Gave presentation on Facilitating compliance to the TBT Agreement with the use of ePing at the WTO committee meeting in Geneva
- Participated in promotional video for ePing with the WTO
- Meeting on the EPA Implementation: developing a monitoring and evaluation framework –Chaired by MTI
- Facilitated a Module at the Arthur Lok Jack Global School of Business on TTBS Facilitating Trade
- Meeting with Ministry of Tourism to discuss TTURLA (RIA)
- 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

- Chairs Advisory Group, ISO Committee for DEVCO
- Chair of the CROSQ's Technical Management Committee (TMC)
- 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

- National committee on the implementation of the Montreal Protocol

CERTIFICATION DIVISION

- Partner for TTTIC for Tobago with Tobago Tourism Agency 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
- CROSQ/PTB projects which support metrology development

LABORATORY ACCREDITATION SERVICE

- Cabinet approved the establishment of the independent accreditation body, TTASCA in December 2018.

STANDARDS INFORMATION CENTRE

- TTBS representative, Marketing Information Knowledge and Education Management (MIKE) Committee - CROSQ

PROJECT MANAGEMENT

- Trinidad and Tobago Coalition of Services Industries

TRADE

- Chair of CROSQ's TIE Committee
- Advised and conceptualised the RIA Project in collaboration with CROSQ

8. Premier Quality Services Limited

A. Organisational Profile

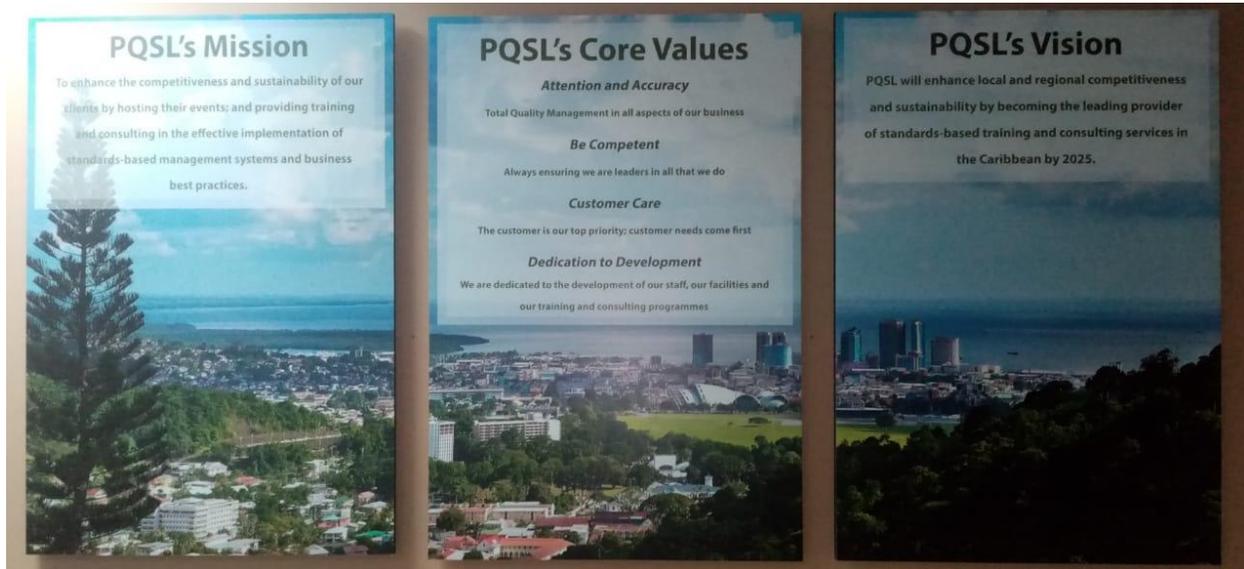
Company Overview

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.

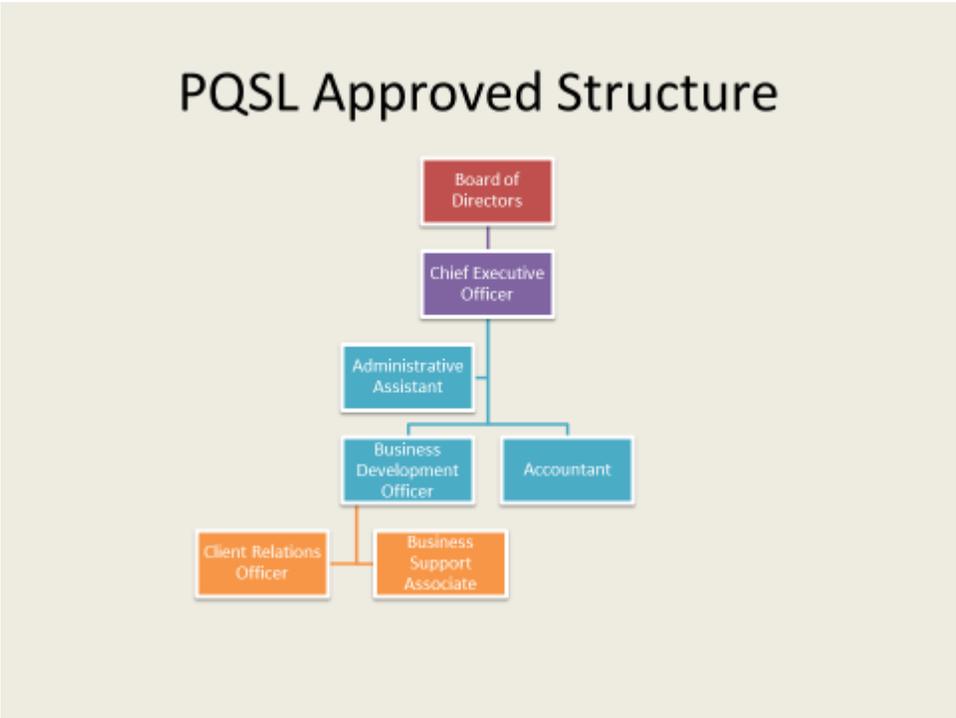
ROLE:

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 resource 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	
Dayle Connelly*	Chairman
Glenn Wilson	Director
Gary Turpin	Director

*Mr Connelly resigned as Chairman and Director of the PQSL Board effective 2019-10-24 with Mr Glenn Wilson being appointed as the Acting Chairman and Mr Andre Ow Buland appointed as a new PQSL 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
 - Training Program for Technical Committee Members
 - Good Standardisation Practice
 - Good Regulatory Practice
 - Writing Technical Regulations
 - Electrical Wiring Code
 - Plumbing Code
 - Sector specific programs under the National Standardisation Strategy
 - Regional Food Products and Food Safety Standards
 - GRP for other Ministries and Agencies with regulatory authority

- Inspection Bodies
 - Training Program for Inspectors
 - Requirements for ISO 17021 Accreditation (Regional Program)

- Certification
 - ISO 9001 – Quality Management
 - ISO 27000 – Information Security Management
 - ISO 14001 – Environmental Management
 - ISO 45001 – Occupational Health & Safety Management
 - ISO 37001 – Anti-Bribery Management
 - ISO 50001 – Energy Management
 - ISO 18091:2019 Quality Management Systems / ISO 9001 in the Public Sector

- Laboratory Accreditation
 - Requirements for ISO/IEC 17025 Accreditation
 - Business Development for TTBS Laboratory Services v Accreditation
 - Assessor / Lead Assessor Training
 - Preparation for ISO/IEC 17025 Accreditation

- Metrology
 - General Metrology Course
 - Advanced Metrology Courses
 - Calibration and Measurement Courses
 - Administer BMET 3004 – Metrology and Regulatory Standards for the BSc Biomedical Technology at UWI

- Trade
 - WTO TBT Training Sessions
 - WTO Trade Facilitation Training Sessions
 - CALIDENA Methodology

D. Policies and Development Initiatives

Short, Medium and Long Term Plans

Short term

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

Medium term

- Review Training Courses and Consultancy Opportunities for further alignment with TTBS three year Strategic Plan
- Modularise Training Courses to generate incremental revenue

Long term

The long term goals are dependent on how successful PQSL was able to achieve the current year goals.

E. Performance Objectives and Accomplishments

Significant Achievements

PARTNERSHIP

- Concluded talks and signed contract with Exemplar Global to provide support, assessment and certification services to PQSL's clients such as
 - Workstyle Behavioural Assessment
 - Graduate Certification
 - Exemplar Global's logo
 - Webinars and Online events
 - Exemplar Global's online resources, including Auditor Online and Job Board
 - Social Community of graduates

TRAINING

- Conducted first Integrated Management Systems training based on the revised Environmental Management (ISO 14001:2015) and Occupational Health and Safety (ISO 45001:2018) standards training with POWERGEN
- Conducted First Hazardous Waste Management Training in collaboration with TTBS and Tiger Tanks.

CONSULTANCY

- Commenced the one-year Laboratory Accreditation Project for the implementation of ISO/IEC 17025:2017 at two public labs.

Opportunities for Development

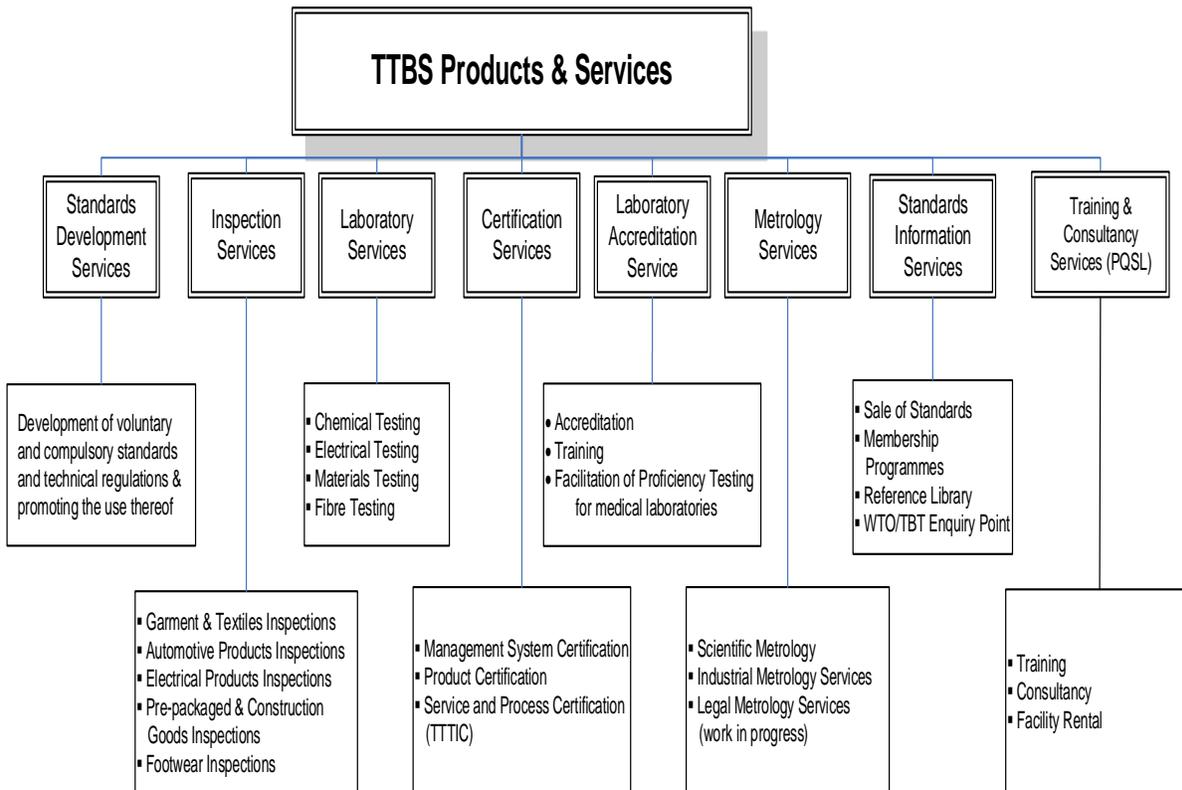
- Training and Competency Development
- Review, refine and develop Training Courses and Consultancy Proposals for approval and execution

Way forward – FY 19/20

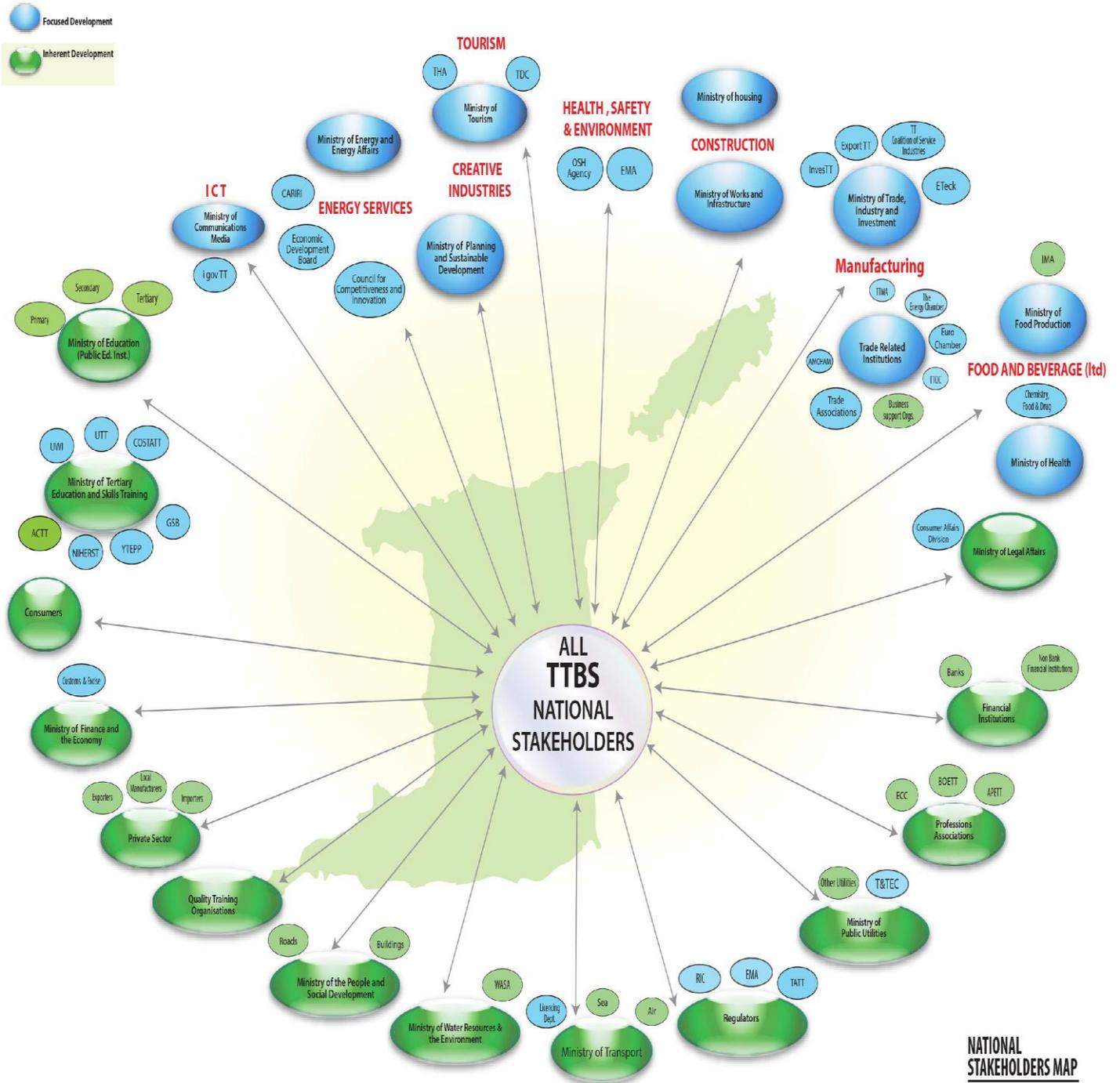
- Restructured MOA
- Implemented 2018/19 strategic work programmes

APPENDICES

Appendix 1: Products & Services

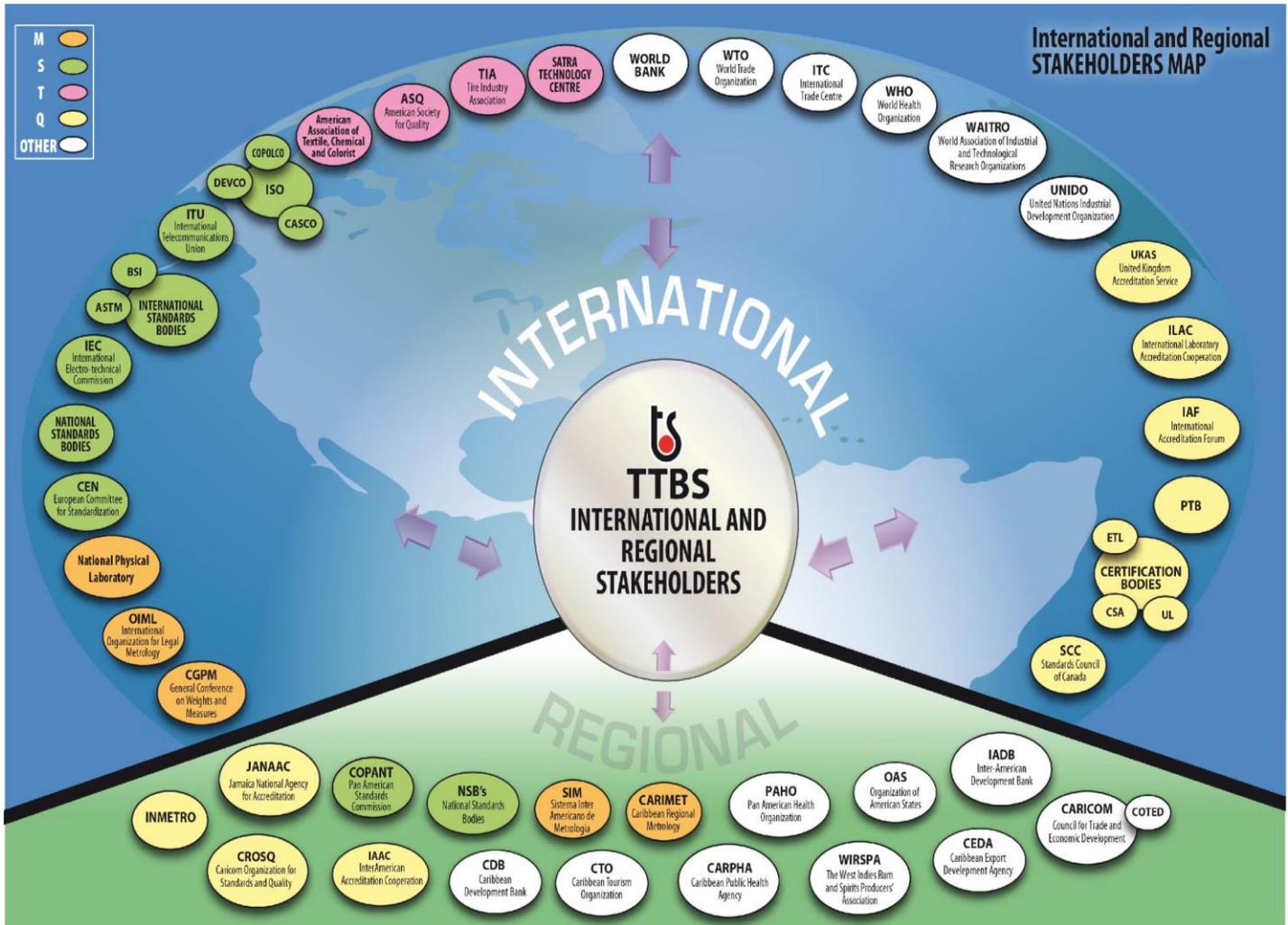


Appendix 2: National Stakeholder map



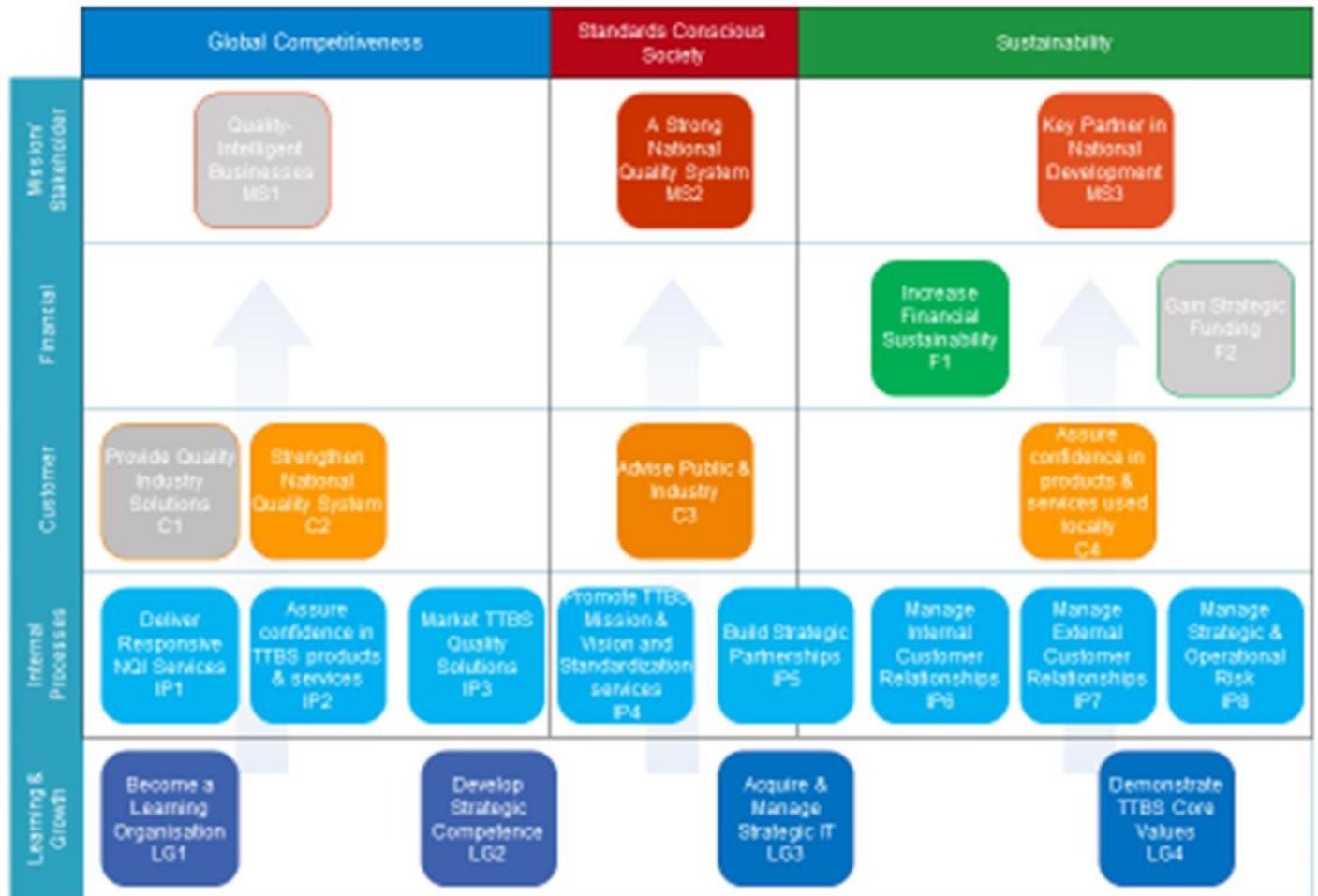
NATIONAL STAKEHOLDERS MAP

Appendix 3: International Stakeholder map

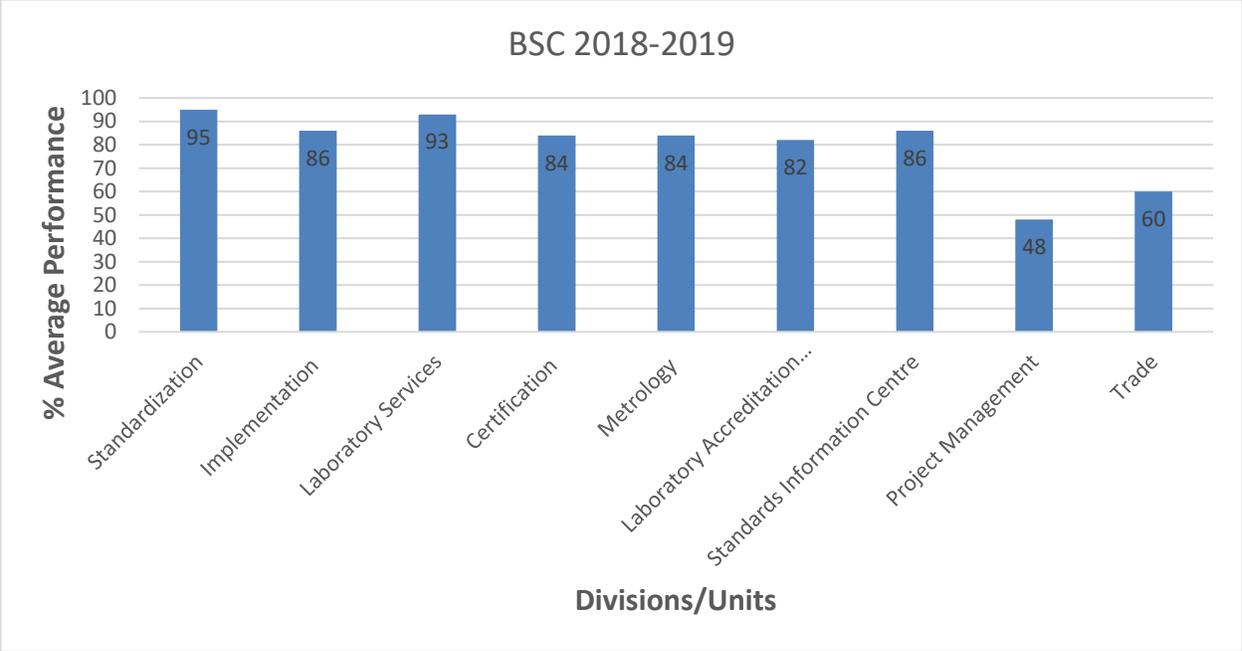


Appendix 4: Corporate Strategy Map

TTBS Standardization Division Strategy Map



Appendix 6: Organizational Performance



Appendix 7: PSIP Annual Report

Report overleaf

2018-2019



Trinidad and Tobago Bureau of Standards

Derek Luk Pat
Executive Director

[ANNUAL PERFORMANCE REPORT]

30th September, 2019

Capital Expenditure Programme

There was 1 project financed using PSIP funds in FY18/19. The current project is summarized as follows and details can be found in Table 2 below.

Enhancing The Quality Infrastructure For Trinidad And Tobago - 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 2018/19

Projects	Y/E 30 Sept 2019 (2018-2019)		
	PSIP funding allocated \$	PSIP funding Released \$	PSIP funding Expended (Including commitments)*\$
Enhancing The Quality Infrastructure For Trinidad And Tobago	1,500,000	128,000	1,079,361
TOTAL	1,500,000	128,000	1,079,361
	*MTI would have indicated that TTBS would be reimbursed for funds expended. This was not realized in this fiscal year.		

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 for 2018/19

Table 2: Activities for PSIP FY 2018/19

PROJECT DETAILS	RELATED ACTIVITIES (2018-2019)	REMARKS
<p>Description: 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.</p> <ol style="list-style-type: none"> 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 	<p>Component I: Execution of NQP & Roadmap for Implementation - Support to Aid for Trade Strategy</p>	<p>The National Quality Policy was approved in April 2018.</p> <p>TTBS continued the elaboration of the projects under its purview under the Implementation Plan. MTI and TTBS collaborated to identify the priority areas to be pursued in Fiscal 2019.</p> <ul style="list-style-type: none"> • The Cabinet Note for the Development of a National Quality Council was approved. Nominations were received and the first meeting is to be conducted in October 2019. • The Cabinet Note for the development of an independent accreditation body for conformity assessment (TTASCA) was approved by Cabinet in December 2018. MTI would have engaged Compete Caribbean to obtain funding to support the development of TTASCA. • TTBS would have done a feasibility study for conducting a CALIDENA exercise for the Yachting Sector. • TTBS would have launched the Accreditation Programme for Public Laboratories. Two laboratories would have been notified and TTBS is in the process of finalizing contractual arrangements. TTBS hosted a workshop on Hazardous Waste Management for

PROJECT DETAILS	RELATED ACTIVITIES (2018-2019)	REMARKS
<p>3. Strengthening the QI for improved innovation systems for enhanced business and national competitiveness, improved export capacity and research and development</p> <p>4. Supporting the improvement of QI for Climate Change/ Disaster Management/ Sustainable Energy/ Environment</p>		<p>Laboratories in September from the 17th – 19th 2019. Presentations were also made by the Basel Convention Regional Training Centre and the EMA.</p> <ul style="list-style-type: none"> • TTBS would partner with MTI to promote the NQP at the Trade and Investment Convention, both through the booth as well as participating in TTMA’s programme on Illicit Trade. • The NQP would also have been promoted at CARIFESTA. • TTBS in collaboration with MTI would have been planning for the hosting of a National Quality Forum. This is to be held in November 2019. • TTBS was still working with MTI to finalize the institutional arrangements for the administration of the NQP.
<p>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</p>	<p>Component II - TTBS Organizational Transformation</p>	<p>The updated TTBS Strategic Plan 2018/19 was approved by the Board and was circulated to MTI.</p> <p>TTBS engaged the PIU of the SEW project to discuss the procurement of a consultant for the review of the Standards Act and development of a Legislative Policy Document/ Regulatory Impact Assessment. TTBS is to develop a draft TOR for consideration.</p>

PROJECT DETAILS	RELATED ACTIVITIES (2018-2019)	REMARKS
<p>measurement system are in place as prescribed by the Metrology Act No. 18 of 2004.</p> <p>Time Frame: Oct 2018-2030</p>	<p>Component III - QI to support Innovation for Enhanced Competitiveness, Export Capability, Research and Development</p>	<p>TTBS began a review of studies relating to the quantification of the contribution of the QI to the economy. This is to inform planned capacity building initiatives for TTBS and MTI</p> <p>The draft National Standardization Strategy was completed and approved by the Board of Directors in July 2019.</p> <p>TTBS continued its participation in the regional project funded by PTB on “Promoting Innovation in the Green Economy”. The three areas of consideration are:</p> <p>Air Pollution, Hazardous Waste Management, Product Category Rules</p> <p>Air Pollution</p> <p>TTBS and the EMA conducted the proficiency test in November and submitted the results in December. The organizers of the proficiency testing programme - Proficiency Testing for Analysis of Gas Mixture Composition - 7th Round - Carbon Monoxide in Nitrogen disseminated the results in June 2019 and Trinidad and Tobago (EMA – Air Quality Monitoring Unit) performed favourably.</p> <p>Product Category Rules</p>

PROJECT DETAILS	RELATED ACTIVITIES (2018-2019)	REMARKS
		<p>TTBS participated in a Closing meeting of Green Economy Project Pilots 3 and 4 online meeting on June 17th 2019 to discuss the results of the project.</p> <p>TTBS met with a team from PTB on May 31st 2019 to conduct an evaluation of the overall project.</p> <p><i>11th EDF - CROSQ –</i></p> <p>TTBS indicated to CROSQ its proposed priorities for funding under the 11th European Development Fund (EDF) Caribbean Regional Indicative Programme (CRIP) Economic Partnership Agreement (EPA) Project - Technical Barriers to Trade Component. TTBS is awaiting feedback.</p>
	<p>Component IV:</p> <p>QI for Climate Change/ Disaster Management/ Sustainable Energy/ Environment</p>	<p><i>QI for Built Environment</i></p> <p>TTBS hosted a Stakeholder consultation on the draft compulsory standard for concrete masonry units in April 2019.</p> <p>TTBS is also developing a national compulsory standard which addresses H & I beams. The draft standard is being finalized by the committee and is expected to be issued for Public Comment in May 2019.</p> <p>TTBS continued to liaise with the Ministry of Planning and Development on the submission of a Cabinet Note related to the development of a National Building Code.</p>

PROJECT DETAILS	RELATED ACTIVITIES (2018-2019)	REMARKS
		<p>It is anticipated that the Ministry of Planning and Development will be submitting this Cabinet Note in October 2019.</p>
		<p><i>QI for Sustainable Energy</i></p> <p>TTBS submitted the specifications for the testing equipment to the reference laboratory, Labelo in Brazil for review. Labelo advised PTB on the suitability of the submissions and the equipment was ordered. TTBS is awaiting delivery of equipment from PTB for the development of its energy efficiency laboratory for lighting products. In the interim required infrastructural works is being defined.</p> <p>The national adoption of the Regional Energy Efficiency Building Code has commenced.</p> <p>A Stakeholder Consultation was held on the regional Energy Efficiency Labelling Scheme for CFLs and LEDs, Refrigerators and Air Conditioners in March 2019. This session was held in collaboration with the CARICOM Regional Organisation for Standards and Quality. The session was well attended and served to sensitize stakeholders on the regional standards for the aforementioned standards and the proposed regional labelling scheme.</p>

PROJECT DETAILS	RELATED ACTIVITIES (2018-2019)	REMARKS
		<p><i>QI for Climate Change and the Environment</i></p> <p>TTBS participated in the Inception Meeting for the Project Preparation Grant Phase of the Implementing Sustainable Low and Non-Chemicals Development in Small-Island Developing States Programme (GEF ISLANDS) in the Caribbean on 27th and 28th August, 2019 at the Hilton Trinidad and Conference Centre.</p>
	<p>Component V: Advancing The National Metrology System For Trinidad And Tobago</p>	<p>Tenders Committee of the Board approved the purchase of the ten (10) 50 kg weights and comparator on 2019-03-22. The comparator was delivered on 10th June. TTBS is awaiting delivery of the weights.</p>

Addendum I:

Consolidated Audited Financials FY 18/19

Trinidad and Tobago Bureau of Standards

Consolidated financial statements

September 30, 2019

(Expressed in Trinidad and Tobago dollars)

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Consolidated statement of financial position	4
Consolidated statement of loss and other comprehensive income	5
Consolidated statement of accumulated surplus	6
Consolidated statement of cash flows	7
Notes to the consolidated financial statements	8-39

Trinidad and Tobago Bureau of Standards

Statement of management's responsibilities¹

Management is responsible for the following:

- Preparing and fairly presenting the accompanying consolidated financial statements of Trinidad and Tobago Bureau of Standards & its Subsidiary (the Group), which comprise the consolidated statement of financial position as at September 30, 2019, the consolidated statements of loss and other comprehensive income, consolidated statement of accumulated surplus, consolidated statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information;
- Ensuring that the Group keeps proper accounting records;
- Selecting appropriate accounting policies and applying them in a consistent manner;
- Implementing, monitoring and evaluating the system of internal control that assures security of the Group's assets, detection/prevention of fraud, and the achievement of the Group's operational efficiencies;
- Ensuring that the system of internal control operated effectively during the reporting period;
- Producing reliable financial reporting that comply with laws and regulations; and
- Using reasonable and prudent judgement in the determination of estimates.

In preparing these consolidated financial statements, management utilised the International Financial Reporting Standards, as issued by the International Accounting Standards Board and adopted by the Institute of Chartered Accountants of Trinidad and Tobago. Where International Financial Reporting Standards presented alternative accounting treatments, management chose those considered most appropriate in the circumstances.

Nothing has come to the attention of management to indicate that the Group will not remain a going concern for the next twelve months from the reporting date; or up to the date; the accompanying consolidated financial statements have been authorised for issue, if later.

Management affirms that they have carried out their responsibilities as outlined above.



Derek Luk Pat
Executive Director

February 9, 2021



Omawatie Birbal
Financial Comptroller

February 9, 2021

¹ The above Statement of Management Responsibilities is not considered a part of the financial statements under IFRS. It is however recommended by the Institute of Chartered Accountants of Trinidad and Tobago for insertion into the financial statements immediately before the independent auditor's report and essentially represents Management's acknowledgement and acceptance of its duties, roles and responsibilities for the preparation and fair presentation of the financial statements it accompanies.

Independent auditor's report
to the members of
Trinidad and Tobago Bureau of Standards and its subsidiary

Report on the audit of the consolidated financial statements

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, 2019, and the consolidated statement of loss and other comprehensive income, the 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 consolidated financial statements present fairly, in all material respects, the financial position of the Group as September 30, 2019, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards ('IFRSs').

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing ('ISAs'). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Bureau 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 is 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.

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.

Continued...

Independent auditor's report (continued)
to the members of
Trinidad and Tobago Bureau of Standards and its subsidiary

Report on the audit of the consolidated financial statements (continued)

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

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 financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with those charged with governance, we determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

The engagement partner on the audit resulting in this independent auditor's report is Derek Mohammed (ICATT#864).



Deloitte & Touche
Port of Spain
Trinidad
March 25, 2021

Trinidad and Tobago Bureau of Standards

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

	Notes	As at September 30,	
		2019	2018
		\$	\$
ASSETS			
Non-current assets			
Property, plant and equipment	5	16,299,366	19,298,202
Long term pension asset	6(a)	51,132,000	52,297,000
Government bonds	7	2,334,862	2,478,686
Total non-current assets		69,766,228	74,073,888
Current assets			
Government bonds	7	246,000	246,000
Cash and cash equivalents	8	41,587,466	43,742,515
Taxation recoverable		-	42,455
Trade and other receivables	9	1,896,393	4,265,257
Total current assets		43,729,859	48,296,227
Total assets		113,496,087	122,370,115
EQUITY AND LIABILITIES			
Capital and reserves			
Accumulated surplus	11	80,082,428	83,738,234
Non-current liabilities			
Government grants deferred	12	6,495,188	9,618,903
Current liabilities			
Trade and other payables	13	26,898,374	29,012,979
Taxation payable		20,097	-
Total current liabilities		26,918,471	29,012,979
Total liabilities		33,413,659	38,631,881
Total equity and liabilities		113,496,087	122,370,115

The notes on pages 8 to 39 form an integral part of these consolidated financial statements.

On February 9, 2021, 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

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

	Notes	Year ended September 30,	
		2019	2018
		\$	\$
Revenue:			
Amortisation of capital grants (notes 12 and 24)	14	3,251,715	2,710,742
Government grants received with no vesting conditions	14	9,200,000	9,200,000
Testing and inspection income	14	48,648,764	37,857,961
Training and consultancy income	14	1,079,338	1,270,714
		<u>62,179,816</u>	<u>51,039,417</u>
Selling, general and administrative expenses	17(a)	(65,710,452)	(60,379,142)
Other income	19	<u>1,715,766</u>	<u>1,813,289</u>
Operating loss		(1,814,870)	(7,526,436)
Interest income	18	<u>265,479</u>	<u>200,344</u>
Net deficit for the year before taxation		(1,549,391)	(7,326,092)
Taxation expense	15	<u>(204,803)</u>	<u>(109,842)</u>
Net deficit for the year after taxation		(1,754,194)	(7,435,934)
Other comprehensive loss, net of taxes			
Item that will not be reclassified subsequently to profit or loss:			
Re-measurement of post - employment benefit obligations	6(g)	<u>(1,901,000)</u>	<u>(1,499,000)</u>
Total comprehensive loss for the year		<u><u>(3,655,194)</u></u>	<u><u>(8,934,934)</u></u>
Comprehensive loss for the year comprises:			
Trinidad and Tobago Bureau of Standards		(2,796,237)	(8,642,375)
Premier Quality Services Limited		<u>(858,957)</u>	<u>(292,559)</u>
Total comprehensive loss for the year		<u><u>(3,655,194)</u></u>	<u><u>(8,934,934)</u></u>

The accounting policies and notes on pages 8 to 39 form an integral part of these consolidated financial statements.

Trinidad and Tobago Bureau of Standards

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

	Accumulated surplus \$
Year ended September 30, 2019	
Balance at October 1, 2018	83,737,622
Net deficit for the year after taxation	(1,754,194)
Other comprehensive loss	(1,901,000)
Total comprehensive loss for the year	<u>(3,655,194)</u>
Balance at September 30, 2019	<u>80,082,428</u>
Year ended September 30, 2018	
Balance at October 1, 2017	92,672,556
Net surplus for the year after taxation	(7,435,934)
Other comprehensive income	(1,499,000)
Total comprehensive income for the year	<u>(8,934,934)</u>
Balance at September 30, 2018	<u>83,737,622</u>

The accounting policies and notes on pages 8 to 39 form an integral part of these consolidated financial statements.

Trinidad and Tobago Bureau of Standards

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

	Year ended September 30,	
	2019	2018
	\$	\$
Cash flows from operating activities:		
Net deficit for the year before taxation	(1,549,391)	(7,326,092)
Adjustments to reconcile net cash generated from operating activities to net (loss) / surplus for the year:		
Depreciation	4,216,375	3,660,365
Gain on disposal of property, plant and equipment	-	(69,330)
Fair valuation of investment	(102,176)	(99,949)
Net pension cost	821,000	197,000
	<u>3,385,808</u>	<u>(3,638,006)</u>
Changes in working capital:		
Decrease / (increase) in trade and other receivables	2,368,864	(1,094,950)
Increase / (decrease) in trade and other payables	(2,114,605)	8,276,381
Pension contributions paid	(1,557,000)	(1,780,000)
Cash generated from operating activities	<u>2,083,068</u>	<u>1,763,424</u>
Taxation paid	<u>(142,862)</u>	<u>(26,562)</u>
Net cash generated from operating activities	<u>1,940,206</u>	<u>1,736,863</u>
Cash flows from investing activities		
Redemption on investment	246,000	246,000
Proceeds from sale of property, plant & equipment	-	69,330
Purchase of property, plant & equipment	(1,217,539)	(2,948,825)
Net cash used in investing activities	<u>(971,539)</u>	<u>(2,633,495)</u>
Cash flows from financing activities		
Capital grants utilised	(3,251,715)	(2,710,742)
Capital grants received	128,000	352,931
Net cash used in financing activities	<u>(3,123,715)</u>	<u>(2,357,811)</u>
Net decrease in cash and cash equivalents	(2,155,049)	(3,254,444)
Cash and cash equivalents at beginning of year	<u>43,742,515</u>	<u>46,996,958</u>
Cash and cash equivalents at end of year	<u>41,587,466</u>	<u>43,742,515</u>
Represented by:		
Cash and cash equivalents	<u>41,587,466</u>	<u>43,742,515</u>

The accounting policies and notes on pages 8 to 39 form an integral part of these consolidated financial statements.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

1. Incorporation and principal activity

The Trinidad and Tobago Bureau of Standards (the Bureau) was established by an Act of Parliament number 38 of 1972, Chapter 82:03 as amended by Act 29 of 1985 and Act 18 of 1997. 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, whose principal business activity is training and consultancy services.

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 as modified by the revaluation of available-for-sale investment securities.

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

Notes to the consolidated financial statements for the year ended September 30, 2019 (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 profit or loss.

Grants related to recurrent costs are deferred in liabilities and recognised in the consolidated statement of profit or loss 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 profit or loss 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

Notes to the consolidated financial statements for the year ended September 30, 2019 (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 profit or loss.

i. Employee retirement benefit obligations

Pension obligations

The Group participates in the Trinidad and Tobago Bureau of Standards Staff Pension Fund 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 defined benefit pension 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 defined benefit plan, recognised in the consolidated statement of profit or loss 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 profit or loss. Actuarial gains and losses arising from experience adjustments and changes in actuarial assumptions are charged or credited to equity in other comprehensive income 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

Notes to the consolidated financial statements for the year ended September 30, 2019 (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 Company 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.

The Group applied IFRS 9 prospectively, with an initial application date of October 1, 2018. The Group has not restated the comparative information, which continues to be reported under IAS 39. Differences arising from the adoption of IFRS 9 have been recognised directly in retained earnings.

Additionally, the Group has adopted consequential amendments to IFRS 7 Financial Instruments: Disclosures.

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.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

k) Financial instruments (continued)

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 most other receivables fall into this category of financial instruments.

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.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

k) Financial instruments (continued)

ii. Subsequent measurement of financial assets (continued)

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
- 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])

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

k) Financial instruments (continued)

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.

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 FVTPL.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

k) Financial instruments (continued)

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.

vii Classification and measurement of financial liabilities

As the accounting for financial liabilities remains largely the same under IFRS 9 compared to IAS 39, the Group's financial liabilities were not impacted by the adoption of IFRS 9. However, for completeness, the accounting policy is disclosed below.

The Group's financial liabilities include borrowings, 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.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

k) Financial instruments (continued)

viii. Other financial liabilities

Other financial liabilities including long-term debt, dividends payable, trade and sundry payables and accruals 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. Impairment of financial assets

The Group assesses at the end of each reporting period whether there is objective evidence that a financial asset or group of financial assets is impaired. A financial asset or a group of financial assets is impaired and impairment losses are incurred only if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a 'loss event') and that loss event (or events) has an impact on the estimated future cash flows of the financial asset or group of financial assets that can be reliably estimated.

The criteria that the Group uses to determine that there is objective evidence of an impairment loss include:

- Significant financial difficulty of the customer;
- A breach of contract, such as a default or delinquency in payments;
- It becomes probable that the customer will enter bankruptcy or another financial reorganisation.
- Historical data of the Customer

For loans and receivables category, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced and the amount of the loss is recognised in the consolidated statement of profit or loss.

If in a subsequent period, the amount of the impairment loss decreases, and the decrease can be related objectively to an event occurring after the impairment was recognised, the reversal of the previously recognised impairment loss is recognised in the consolidated statement of profit or loss.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

m. 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.

n. 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.

o. Leases

i) The Group as lessee

Leases of property, plant and equipment where the Group has substantially all the risks and rewards of ownership are classified as finance leases. Finance leases are capitalised at the inception of the lease at the lower of the fair value of the leased property or the present value of the minimum lease payments. Each lease payment is allocated between the liability and finance charge so as to achieve a constant rate on the finance balance outstanding. The corresponding rental obligations, net of finance charges, are included in other long-term payables.

The interest element of the finance cost is charged to the consolidated statement of profit or loss over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability for each period. The property, plant and equipment acquired under finance leases is depreciated over the shorter of the useful life of the asset or the lease term.

Leases where a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are charged to the consolidated statement of profit or loss on a straight-line basis over the period of the lease.

ii) The Group as lessor

Rental income from operating leases is recognised on a straight-line basis over the term of the relevant lease.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

2. Summary of significant accounting policies (continued)

p. 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.

r. 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 profit or loss 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.

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.

a) Corporation tax

The Group have been exempted from corporation tax but is subjected to Green Fund Levy (See Note 15).

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

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

3.1 New IFRS and amendments to IFRS that are mandatorily effective for the current year

In the current year, the Group has applied a number of amendments to IFRS and new Interpretation issued by the International Accounting Standards Board ('IASB') that are mandatorily effective for the Group for the year commencing October 1, 2018.

- **IFRS 9 *Financial Instruments***

IFRS 9 Financial Instruments replaces IAS 39 Financial Instruments: Recognition and Measurement for annual periods beginning on or after 1 January 2018. The Group applied IFRS 9 prospectively, with an initial application date of 1 January 2018. The Group has not restated the comparative information, which continues to be reported under IAS 39.

IFRS 9 introduced new requirements for:

1. The classification and measurement of financial assets and financial liabilities,
2. Impairment of financial assets, and
3. General hedge accounting.

1. Classification and measurement of financial assets

All recognised financial assets that are within the scope of IFRS 9 are required to be measured subsequently at amortised cost or fair value on the basis of the entity's business model for managing the financial assets and the contractual cash flow characteristics of the financial assets.

Specifically:

- Debt instruments that are held within a business model whose objective is to collect the contractual cash flow, and that have contractual cash flow that are solely payments of principal and interest on the principal amount outstanding, are measured subsequently at amortised cost;
- Debt instruments that are held within the business model whose objective is to collect both the contractual cash flows and to sell the debt instruments, and that have contractual cash flows that are solely payments of principal and interest on the principal amount outstanding, are measured subsequently at fair value through other comprehensive income (FVTOCI);
- All other debt investments and equity investments are measured subsequently at fair value through profit or loss (FVTPL).

The Group has evaluated that the application did not have an impact on the Group's financial statements. Financial assets classified as receivables under IAS 39 that were measured at amortised cost continue to be measured at amortised cost under IFRS 9 as they are held within a business model to collect contractual cash flows and the cash flows consist solely of principal and interest on the principal outstanding.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

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

3.1 New IFRS and amendments to IFRS that are mandatorily effective for the current year (continued)

- **IFRS 9 *Financial Instruments* (continued)**

2. Impairment of financial assets

IFRS 9 requires an expected credit loss model as opposed to an incurred credit loss model under IAS 39. The expected credit loss model requires the Group to account for expected credit losses and changes in those expected credit losses at each reporting date to reflect changes in credit risk since initial recognition of the financial assets.

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.

The Group has not restated the comparative information, which continues to be reported under IAS 39. No differences arose from the adoption of IFRS 9.

- **IFRS 15 *Revenue from Contracts with Customers* and clarifications to IFRS 15 *Revenue from Contracts* (April 2016)**

IFRS 15 supersedes the current revenue recognition guidance including IAS 18 Revenue, IAS 11 Construction Contracts and the related interpretations.

The core principle of IFRS 15 is that an entity should recognise revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services.

Specifically, the Standard introduces a 5-step approach to revenue recognition:

- Step 1: Identify the contract(s) with a customer
- Step 2: Identify the performance obligations in the contract
- Step 3: Determine the transaction price
- Step 4: Allocate the transaction price to the performance obligations in the contract.
- Step 5: Recognise revenue when (or as) the entity satisfies a performance obligation.

Under IFRS 15, an entity recognises revenue when (or as) a performance obligation is satisfied, i.e. when 'control' of the goods or services underlying the performance obligation is transferred to the customer. Far more prescriptive guidance has been added in IFRS 15 to deal with specific scenarios. Furthermore, extensive disclosures are required by IFRS 15.

The Group has evaluated that the application of IFRS 15 did not have an impact on the Group's financial statements due to lack of qualifying revenue transactions.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

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

3.1 New IFRS and amendments to IFRS that are mandatorily effective for the current year (continued)

- **IFRIC 22 Foreign Currency Transactions and Advance Consideration**

IFRIC 22 addresses how to determine the 'date of transaction' for the purpose of determining the exchange rate to use on the initial recognition of an asset, expense or income, when consideration for that item has been paid or received in advance in a foreign currency which resulted in the recognition of a non-monetary asset or non-monetary liability.

The Interpretation specifies that the date of transaction is the date on which the entity initially recognises the non-monetary asset or non-monetary liability arising from the payment or receipt of advance consideration. If there are multiple payments or receipts in advance, the Interpretation requires an entity to determine the date of transaction for each payment or receipt of advance consideration.

The Interpretation is effective for annual periods beginning on or after 1 January 2018 with earlier application permitted. Entities can apply the Interpretation either retrospectively or prospectively. Specific transition provisions apply to prospective application.

The Group has evaluated that the application of IFRIC 22 did not have an impact on the Group's financial statements. The Groups had no transaction that recognises a non-monetary asset or non-monetary liability arising from the payment or receipt of advance consideration before the entity recognises the related asset, expense or income.

3.2 New and revised IFRS in issue but not yet effective

The Group has not applied the following new and revised IFRS that have been issued but are not yet effective:

- IFRS 16 Leases¹
- Amendments to IFRS 9 Prepayment Features with Negative Contribution
- Annual Improvements to IFRS Standards 2015-2017 Cycle Amendments to IFRS 3 Business Combinations, IFRS 11 Joint arrangements, IAS 12 Income Taxes and IAS 23 Borrowing Costs¹
- Amendments to IAS 19 Employee Plan Amendment, Curtailment or Settlement Benefits¹
- IFRIC 23 Uncertainty over income tax treatments¹

¹ Effective for annual periods beginning on or after January 1, 2019, with earlier application permitted.

² Effective for annual periods beginning on or after January 1, 2020, with earlier application permitted.

³ Effective date to be set.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

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

3.2 New and revised IFRS in issue but not yet effective (continued)

- **IFRS 16 Leases**

IFRS 16 introduces a comprehensive model for the identification of lease arrangements and accounting treatments for both lessors and lessees. IFRS 16 will supersede the current lease guidance including IAS 17 Leases and the related interpretations when it becomes effective.

IFRS 16 distinguishes leases and service contracts on the basis of whether an identified asset is controlled by a customer. Distinctions of operating leases (off balance sheet) and finance leases (on balance sheet) are removed for lessee accounting and is replaced by a model where a right-of-use asset and a corresponding liability have to be recognised for all leases by lessees (i.e. all on balance sheet) except for short-term leases and leases of low value assets.

The right-of-use asset is initially measured at cost and subsequently measured at cost (subject to certain exceptions) less accumulated depreciation and impairment losses, adjusted for any remeasurement of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at that date.

Subsequently, the lease liability is adjusted for interest and lease payments, as well as the impact of lease modifications, amongst others. Furthermore, the classification of cash flows will also be affected as operating lease payments under IAS 17 are presented as operating cash flows; whereas under the IFRS 16 model, the lease payments will be split into a principal and an interest portion, which will be presented as financing and operating cash flows respectively.

In contrast to lessee accounting, IFRS 16 substantially carries forward the lessor accounting requirements in IAS 17, and continues to require a lessor to classify a lease either as an operating lease or a finance lease. Furthermore, extensive disclosures are required by IFRS 16.

The Group has evaluated that any application of the new and revised IFRS 16 will not have an impact on the Group's financial statements due to lack of qualifying leases and service contracts. Additional gains in the quality of financial reporting due to early adoption will not therefore be realized.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

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

3.2 New and revised IFRS in issue but not yet effective (continued)

- **Amendments to IFRS 9: Prepayment Features with Negative Compensation**

The amendments to IFRS 9 clarify that for the purpose of assessing whether a prepayment feature meets the SPPI condition, the party exercising the option may pay or receive reasonable compensation for the prepayment irrespective of the reason for prepayment. In other words, prepayment features with negative compensation do not automatically fail SPPI.

The amendment should be applied retrospectively and are effective from January 1 2019, with earlier application permitted. There are specific transition provisions depending on when the amendments are first applied, relative to the initial application of IFRS 9.

The Group has evaluated that any application of the amendments to IFRS 9 will not have an impact on the Group's financial statements due to lack of qualifying prepayment features with negative compensation. Additional gains in the quality of financial reporting due to early adoption will not therefore be realized.

- **Annual Improvements to IFRS Standards 2015–2017 Cycle**

- **IAS 12 Income Taxes** - The amendments clarify that an entity should recognise the income tax consequences of dividends in profit and loss, other comprehensive income or equity according to where the entity originally recognised the transactions that generated the distributable profits. This is the case irrespective of whether different tax rates apply to distributed and undistributed profits.

- **IAS 23 Borrowing Costs** - The amendments clarify that if any specific borrowing remains outstanding after the related asset is ready for its intended use or sale, that borrowing becomes part of the funds that an entity borrows *generally* when calculating the capitalisation rate on general borrowings.

The Group has evaluated that any application of the new and revised IAS 12 and 23 will not have an impact on the Group's financial statements due to lack of qualifying income tax consequences and borrowing costs. Additional gains in the quality of financial reporting due to early adoption will not therefore be realized.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

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

3.2 New and revised IFRS in issue but not yet effective (continued)

- **Amendments to IAS 19 Employee Benefits Plan Amendment, Curtailment or Settlement**

The amendment clarifies that the past service costs (or of the gain or loss on settlement) is calculated by measuring the defined benefit liability (asset) using updated assumptions and comparing benefits offered and plan assets before and after the plan amendment (or curtailment or settlement) but ignoring the effect of the asset ceiling. Any change in the effect of the asset ceiling that may result from the plan amendment (or curtailment or settlement) is recognised in other comprehensive income.

The amendment requires that updated assumptions be used to remeasure current service cost and net interest for the remainder of the reporting period after the change to the plan. Net interest post plan amendments is calculated by multiplying the net defined benefit liability (asset) with the discount rate used in the remeasurement.

These amendments will apply only to any future plan amendments, curtailments, or settlements of the Group.

The Group has evaluated that any application of the amendments to IAS 19 will not have an impact on the Group's financial statements due to lack of qualifying employee benefits plan amendments, curtailment or settlement. Additional gains in the quality of financial reporting due to early adoption will not therefore be realized.

- **IFRIC 23 *Uncertainty over Income Tax Treatments***

The interpretation sets out how to determine the accounting tax position when there is uncertainty over income tax treatments. The Interpretation requires an entity to:

- Determine whether uncertain tax position are assessed separately or as a Group;
- Assess whether it is probable that a tax authority will accept an uncertain tax treatment used, or proposed to be used, by an entity in its income tax filings; and
- The effect of changes in facts and circumstances

The Group has evaluated that any application of the new and revised IFRIC 23 will not have an impact on the Group's financial statements due to lack of uncertainty over income tax treatments. Additional gains in the quality of financial reporting due to early adoption will not therefore be realized.

- **Classification and Measurement of Share-based Payment Transactions (Amendments to IFRS 2)**

Amendments to IFRS 2 Share-based Payment clarify the standard in relation to the accounting for cash-settled share-based payment transactions that include a performance condition, the classification of share-based payment transactions with net settlement features, and the accounting for modifications of share-based payment transactions from cash-settled to equity-settled.

The directors do not anticipate that the application of these amendments will have a significant impact on the Group's financial statements.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

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

3.2 New and revised IFRS in issue but not yet effective (continued)

- ***Annual Improvements 2014-2016***

IFRS 1 - Deletes the short-term exemptions in paragraphs E3–E7 of IFRS 1, because they have now served their intended purpose.

IAS 28 - Clarifies that the election to measure at fair value through profit or loss an investment in an associate or a joint venture that is held by an entity that is a venture capital organisation, or other qualifying entity, is available for each investment in an associate or joint venture on an investment-by-investment basis, upon initial recognition.

The directors do not anticipate that the application of these amendments will have a significant impact on the Group's financial statements.

- ***IFRIC 22 Foreign Currency Transactions and Advance Consideration***

The interpretation addresses foreign currency transactions or parts of transactions where:

- there is consideration that is denominated or priced in a foreign currency;
- the entity recognises a prepayment asset or a deferred income liability in respect of that consideration, in advance of the recognition of the related asset, expense or income; and
- the prepayment asset or deferred income liability is non-monetary.

The Interpretations Committee came to the following conclusion:

- The date of the transaction, for the purpose of determining the exchange rate, is the date of initial recognition of the non-monetary prepayment asset or deferred income liability.
- If there are multiple payments or receipts in advance, a date of transaction is established for each payment or receipt.

The directors do not anticipate that the application of this interpretation will have a significant impact on the Group's financial statements.

- ***IFRIC 23 Uncertainty over Income Tax Treatments***

The interpretation addresses the determination of taxable profit (tax loss), tax bases, unused tax losses, unused tax credits and tax rates, when there is uncertainty over income tax treatments under IAS 12. It specifically considers:

- Whether tax treatments should be considered collectively
- Assumptions for taxation authorities' examinations
- The determination of taxable profit (tax loss), tax bases, unused tax losses, unused tax credits and tax rates
- The effect of changes in facts and circumstances

The directors do not anticipate that the application of this interpretation will have a significant impact on the Group's financial statements.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (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

Notes to the consolidated financial statements for the year ended September 30, 2019 (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, 2018				
Opening net book amount	10,081,772	4,528,608	4,687,821	19,298,201
Additions		399,756	817,783	1,217,539
Disposals	-	-	-	-
Depreciation expense	(544,309)	(2,248,232)	(1,423,833)	(4,216,374)
Net book value	<u>9,537,463</u>	<u>2,680,132</u>	<u>4,081,771</u>	<u>16,299,366</u>
At September 30, 2018				
Cost	15,436,499	40,335,538	26,673,751	82,445,788
Accumulated depreciation	(5,899,036)	(37,655,406)	(22,591,980)	(66,146,422)
Net book value	<u>9,537,463</u>	<u>2,680,132</u>	<u>4,081,771</u>	<u>16,299,366</u>
Year ended September 30, 2018				
Opening net book amount	8,371,437	6,041,603	5,350,598	19,763,638
Additions	1,960,623	686,781	547,526	3,194,931
Disposals	-	(2)	-	(2)
Depreciation expense	(250,289)	(2,199,773)	(1,210,303)	(3,660,365)
Net book value	<u>10,081,772</u>	<u>4,528,608</u>	<u>4,687,821</u>	<u>19,298,201</u>
At September 30, 2018				
Cost	15,436,499	39,935,783	25,855,966	81,228,249
Accumulated depreciation	(5,354,727)	(35,407,174)	(21,168,146)	(61,930,047)
Net book value	<u>10,081,772</u>	<u>4,528,608</u>	<u>4,687,821</u>	<u>19,298,201</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

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

6. Long term pension asset

a. Net asset shown on statement of financial position

	2019	2018
	\$	\$
Present value of defined benefit obligation	86,481,000	79,998,000
Fair value of assets	<u>(137,613,000)</u>	<u>(132,295,000)</u>
Net defined benefit asset	<u>(51,132,000)</u>	<u>(52,297,000)</u>

b. Movement in present value of defined benefit obligation

	2019	2018
	\$	\$
Defined benefit obligation at start of year	79,998,000	76,113,000
Current service cost	3,016,000	3,127,000
Interest cost	4,305,000	4,122,000
Members' contribution	362,000	394,000
Past Service cost	734,000	
Actuarial gain from changes in financial assumptions	1,695,000	-
Re-measurements-experience adjustments	(142,000)	(1,383,000)
Benefits paid	<u>(3,487,000)</u>	<u>(2,375,000)</u>
Defined benefit obligation at end of year	<u>86,481,000</u>	<u>79,998,000</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 15.2 years. 96% of the value of the benefits for active members is vested. 26% of the defined benefit obligation for active members is conditional on future salary increases.

d. Movement in fair value of plan assets

	2019	2018
	\$	\$
Fair value of plan assets at start of year	132,295,000	128,326,000
Interest income	7,234,000	7,052,000
Return on plan assets, excluding interest income	(348,000)	(2,882,000)
Group contributions	1,557,000	1,780,000
Members' contributions	362,000	394,000
Benefits paid	<u>(3,487,000)</u>	<u>(2,375,000)</u>
Fair value of plan assets at end of year	<u>137,613,000</u>	<u>132,295,000</u>
Actual return on plan assets	<u>6,886,000</u>	<u>4,170,000</u>

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

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

6. Long term pension asset (continued)

e. Asset allocation

	<u>2019</u>	<u>2018</u>
	\$	\$
Regionally listed equities (prices quoted on regional exchanges)	35,049,000	31,695,000
Overseas equities (developed markets)	23,083,000	23,384,000
TT\$ bonds (no quoted market prices)	66,487,000	68,297,000
US\$ bonds (no quoted market prices)	4,466,000	3,034,000
Local equity/income mutual fund	1,399,000	3,954,000
Cash and cash equivalents	<u>7,129,000</u>	<u>1,931,000</u>
Fair value of Plan assets at end of year	<u>137,613,000</u>	<u>132,295,000</u>

All asset values as at September 30, 2019 were taken from the Plan's Unaudited accounts (2019-Audited accounts) provided by the Plan's Trustee (First Citizens Trustee Services). 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>2019</u>	<u>2018</u>
	\$	\$
Current service cost	3,016,000	3,127,000
Net Interest on net defined benefit asset	(2,929,000)	(2,930,000)
Past Service cost	<u>734,000</u>	
Net pension cost (Note 17.b)	<u>821,000</u>	<u>197,000</u>

g. Re-measurements recognised in other comprehensive income

	<u>2019</u>	<u>2018</u>
	\$	\$
Experience losses/(gains)	<u>(1,901,000)</u>	<u>(1,499,000)</u>
Total amount recognised in other comprehensive income	<u>(1,901,000)</u>	<u>(1,499,000)</u>

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

6. Long term pension asset (continued)

h. Reconciliation of opening and closing balance sheet entries

	<u>2019</u>	<u>2018</u>
	\$	\$
Opening defined benefit asset	(52,297,000)	(52,213,000)
Net pension cost	821,000	197,000
Re-measurements recognised in other comprehensive income	1,901,000	1,499,000
Group contributions paid	<u>(1,557,000)</u>	<u>(1,780,000)</u>
Closing defined benefit asset	<u>(51,132,000)</u>	<u>(52,297,000)</u>

i. Summary of principal assumptions

	<u>2019</u>	<u>2018</u>
Discount rate	5.5%	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	21.7	21.0
- Female	26.0	25.1
Life expectancy at age 60 for current members age 40 in years		
- Male	22.6	21.4
- Female	26.9	25.4

j. Sensitivity analysis

	<u>1%p.a higher</u>	<u>1%p.a lower</u>
	\$	\$
Discount rate	(11,105,000)	14,000,000
Future salary increases	3,307,000	(2,985,000)

An increase of 1 year in the assumed life expectancies shown above would increase the defined benefit obligation at September 30, 2019 by \$2.015 million (2018-\$1.788 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 Board 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 \$1.5 million to the Pension Plan during 2019/20 (2018/19-\$1.6 million). However, this amount could increase if outstanding pay negotiations are completed during the year.

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Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

7. Government bonds

	<u>2019</u>	<u>2018</u>
	\$	\$
Opening value	2,724,686	2,870,737
Increase in fair value of investment	102,176	99,949
Redemption of investment during the year	(246,000)	(246,000)
	<u>2,580,862</u>	<u>2,724,686</u>
Current portion	246,000	246,000
Non-current portion	<u>2,334,862</u>	<u>2,478,686</u>
	<u>2,580,862</u>	<u>2,724,686</u>

The fair value of the investment as at the end of September 30, 2019 is \$ 2,580,862. (2018: \$2,724,686).

8. Cash and cash equivalents

Cash and cash equivalents comprise the following:

	<u>2019</u>	<u>2018</u>
	\$	\$
Cash in hand	26,181	13,168
Cash at bank:		
First Citizens Bank Limited	16,221,442	20,871,835
Republic Bank Limited	8,133,443	3,728,9765
RBC Royal Bank (Trinidad & Tobago) Limited	-	908,087
Money Market Fund accounts	4,142,430	1,980,106
Short term investments	<u>13,063,970</u>	<u>16,240,342</u>
	<u>41,587,466</u>	<u>43,742,515</u>

9. Trade and other receivables

	<u>2019</u>	<u>2018</u>
	\$	\$
Trade receivables	1,444,803	3,351,472
Expected credit losses	(584,456)	(672,287)
Trade receivables (net)	860,347	2,679,185
Other receivable	172,128	109,979
Interest receivable	41,505	51,534
Advances and prepaid expenses	<u>822,413</u>	<u>1,424,559</u>
	<u>1,896,393</u>	<u>4,265,257</u>

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

9. Trade and other receivables continued

Trade receivables are aged as follows:

At September 30, 2019	0 – 30 days	31-60 days	61- 90 days	> 90 days	Total
Receivables	189,175	104,919	42,324	1,108,385	1,444,806
Expected credit losses	-	-	-	435,652	584,456
Net receivable	189,175	104,919	42,324	523,929	860,347
At September 30, 2018	0 – 30 days	31-60 days	61- 90 days	> 90 days	Total
Receivables	1,200,264	663,415	165,107	1,322,687	3,351,473
Expected credit losses	2,786	-	-	669,502	672,288
Net receivable	1,197,478	663,415	165,107	653,185	2,679,185

10. Financial instruments by category

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

	Loans and receivables 2019	2018
	\$	\$
Assets as per statement of financial position		
Trade and other receivables, excluding prepayments	1,571,014	3,529,476
Government bonds (Note 7)	2,580,862	2,724,686
Cash at bank and in hand (Note 8)	41,587,466	43,742,515
	<u>45,739,342</u>	<u>49,996,676</u>
Other financial liabilities at amortised cost		
	2019	2018
	\$	\$
Liabilities as per statement of financial position		
Trade and other payables, excluding statutory liabilities	<u>26,898,374</u>	<u>29,012,979</u>
	<u>2019</u>	<u>2018</u>
	\$	\$
Cash and cash equivalents		
Counterparties without external credit rating:		
Reputable financial institutions:		
Cash at bank	<u>41,587,466</u>	<u>43,742,515</u>

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

11. Accumulated surplus

The reserves of the Group comprise an accumulation of profits/losses over its years of operations. Section 5 of the Standards 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

	<u>2019</u>	<u>2018</u>
	\$	\$
Balance as at October 1, 2018	9,618,903	11,976,714
Grants received from Government of Trinidad & Tobago	128,000	352,931
Grants utilised for the year (notes 14 and 24)	<u>(3,251,715)</u>	<u>(2,710,742)</u>
Balance as at September 30, 2019	<u><u>6,495,188</u></u>	<u><u>9,618,903</u></u>

13. Trade and other payables

	<u>2019</u>	<u>2018</u>
	\$	\$
Trade payables	2,716,861	2,929,617
Other payables and accruals	6,232,999	9,872,182
Payroll liabilities-Salary, Travelling & Gratuity arrears	12,858,076	10,604,965
Performance deposits	<u>5,090,437</u>	<u>5,606,215</u>
	<u><u>26,898,374</u></u>	<u><u>29,012,979</u></u>

14. Revenue

	<u>2019</u>	<u>2018</u>
	\$	\$
Amortisation of capital grants (notes 12 and 24)	3,251,715	2,710,742
Government grants received with no vesting conditions	9,200,000	9,200,000
Testing and inspection income	48,648,764	37,857,961
Training and consultancy income	<u>1,079,338</u>	<u>1,270,714</u>
	<u><u>62,179,816</u></u>	<u><u>51,039,417</u></u>

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

15. Taxation expense

Income tax expense consists of the following:

	<u>2019</u>	<u>2018</u>
	<u>\$</u>	<u>\$</u>
Business levy	(9,415)	(10,909)
Green fund levy	(148,921)	(5,454)
Green fund levy credit applied against overpayment	(27,616)	(93,479)
Prior year tax under -provision	(18,851)	-
Total charge	<u>(204,803)</u>	<u>(109,842)</u>

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

Net (deficit)/surplus for the year before taxation	<u>(1,549,391)</u>	<u>(7,221,537)</u>
Income tax charge calculated at statutory rate	<u>(464,817)</u>	<u>(2,166,461)</u>
Business levy	(9,415)	(10,909)
Green fund levy	(148,921)	(5,454)
Green fund levy credit applied against overpayment	(27,616)	(93,479)
Current/prior year tax (under)/over-provision	(18,851)	-
Exempt income and tax losses	464,817	2,166,461
Total charge	<u>(204,803)</u>	<u>(109,842)</u>

The current rate of corporation tax is 30% for 2019 (2018:30%) and is only applicable to its subsidiary Premier Quality Services Limited. The subsidiary currently has unutilised tax losses of \$1,397,599 (2018: \$538,029). 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 2019 (2018:0.6%). The current rate of green fund levy is 0.3% for 2019 (2018:0.3%)

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.

The Bureau is a registered Government owned non-profit organisation in Trinidad and Tobago under the Income Tax Ordinance non-profit entities and is therefore exempted from corporation tax and business levy. However, the Bureau is subject to green fund levy on its revenues and other income.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (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 matter 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.

17. Expenses by nature

a. Selling, general and administrative expenses

	2019	2018
	\$	\$
Employee benefit expenses (Note 17b)	47,819,197	43,061,657
Utilities and insurance	2,264,708	2,404,823
Depreciation	4,216,676	3,660,365
Expense of capital grants	987,455	309,111
Contract services	2,499,053	2,896,281
Fees	1,249,343	1,091,014
Repairs and maintenance	910,347	753,782
Promotions and publicity	342,864	558,102
Training	279,028	482,238
Office supplies	618,862	558,038
Rentals	775,065	773,642
Board fees	825,011	799,800
Bad debts (recovery)/expense	(87,831)	(87,797)
Gain on disposal of property, plant & equipment	-	(69,330)
Other expenses	3,010,975	3,187,417
Total selling, general and administrative expenses	<u>65,710,452</u>	<u>60,379,142</u>

b. Employee benefit expense

	2019	2018
	\$	\$
Contract employees	24,992,175	21,943,090
Wages and salaries	18,167,729	14,081,485
Travelling and uniforms	758,506	638,118
National insurance	2,463,335	2,409,706
Retirement and termination benefits (Note 6.f)	821,000	197,000
Arrears of remuneration	616,452	3,792,258
	<u>47,819,197</u>	<u>43,061,657</u>

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements
for the year ended September 30, 2019
(Expressed in Trinidad and Tobago dollars)

18. Interest income

	<u>2019</u>	<u>2018</u>
	<u>\$</u>	<u>\$</u>
Interest income	149,611	131,620
Foreign exchange (loss)/gain	13,692	(31,225)
Bond interest income	102,176	99,949
	<u>265,479</u>	<u>200,344</u>

19. Other income

	<u>2019</u>	<u>2018</u>
	<u>\$</u>	<u>\$</u>
Certification	1,452,932	1,566,275
Standards information	229,535	246,221
Other income	33,300	793
	<u>1,715,766</u>	<u>1,813,289</u>

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

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 as available for sale or 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).

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	
	2019	2018
	\$	\$
Trade and other payables	<u>26,898,374</u>	<u>29,012,979</u>

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

21. Financial risk management (continued)

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. Events after the end of the reporting period

Management is currently evaluating the potential impact of the coronavirus disease 2019 (COVID-19) that occurred 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.

23. 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.

Trinidad and Tobago Bureau of Standards

Notes to the consolidated financial statements for the year ended September 30, 2019 (Expressed in Trinidad and Tobago dollars)

23. Transactions with related parties (continued)

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

	<u>2019</u>	<u>2018</u>
	\$	\$
a. <u>Trading transactions</u>		
Government grants	<u>9,328,000</u>	<u>9,552,931</u>
b. Key management remuneration for the year	<u>3,813,759</u>	<u>3,488,318</u>
c. Directors' remuneration for the period	<u>825,011</u>	<u>799,800</u>

Liabilities

Government grants deferred subventions from Ministry of Trade and Investment (MTI)

<u>6,495,188</u>	<u>9,618,903</u>
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Income

Recurrent expenditure subvention from MTI
Project capital expenditure subvention from MTI
Project revenue expenditure subvention from MTI

9,200,000	9,200,000
2,264,260	2,401,631
<u>987,455</u>	<u>309,111</u>
<u>12,451,715</u>	<u>11,910,742</u>

24. Project expenditure

	<u>2019</u>	<u>2018</u>
	\$	\$
Capital expenditure:		
PSIP 214- Central Services - Bureau of Standards	589,959	645,021
PSIP 216:-Procurement of equipment for the Implementation of the Metrology Act 2004	761,160	784,659
PSIP 210:- Procurement of testing materials and equipment	<u>913,141</u>	<u>971,951</u>
	<u>2,264,260</u>	<u>2,401,631</u>
Revenue expenditure:		
PSIP 212:-Providing reliability to quality infrastructure	20,227	280,318
PSIP 216:-Procurement of equipment for the Implementation of the Metrology Act 2004	-	10,639
PSIP 218:- TTBS-Building capability for sustaining export led growth	19,033	18,154
PSIP 220:-Quality Infrastructure	<u>948,195</u>	<u>-</u>
	<u>987,455</u>	<u>309,111</u>
Total project expenditure	<u>3,251,715</u>	<u>2,710,742</u>