



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

Updated Public Statement of the Electrical Inspectorate Division

Ministry of Public Utilities 2011

In compliance with Sections 7, 8 and 9 of The Freedom of Information Act (FOIA)1999



In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Electrical Inspectorate Division is required by law to publish the following statements, which list the documents and information generally available to the public.

The Act gives members of the public:

- A legal right for each person to access information held by the **Electrical Inspectorate Division**.
- A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA
- A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Section 7 Statements

Section 7(1) (a) (i) FUNCTION AND STRUCTURE OF THE ELECTRICAL INSPECTORATE DIVISION

Mission Statement:

The mission of the Electrical Inspectorate Division is to certify qualified and competent persons to safeguard the well-being of our people and their property from injury and fire; to maintain the integrity of wiring systems and their equipment through timely and meticulous electrical inspections.

Structure

The Electrical Inspectorate Division is a Division of the Ministry of Public Utilities. The Division comprises a staff of fifty-five (55) officers and is headed by the Chief Electrical Inspector, who is responsible for the administration, regulation and enforcement of the following Acts as they relate to the inspections of Electrical Installations, the licensing of Electricians and Cinema Operators (Projectionists).

- The Electricity (Inspection) Act Chapter 54:72
- The Electric Installations (Buildings) Act Chapter 54:71
- The Cinematograph Act and Video Entertainment Act Chap: 20:10

The Division has three (3) responsibility centres:

Responsibility Centres

- The Head Office at Port of Spain: services North and part of Central Trinidad.
- Sub Office at San Fernando: services South Trinidad from Guayaguayare to Cedros, including Central South.
- Sub Office at Scarborough: services the entire island of Tobago.

Functions

Administrative

- (i) Receipt of applications for inspections of domestic, commercial or industrial electrical installations. Determination and collection of the appropriate fees and assignment of dates for the said inspections.
- (ii) Assignment of inspections to electrical inspectors on a daily basis and review of submitted reports.
- (iii) Maintenance of records associated with inspections of electrical installations on all building/structures in Trinidad and Tobago.
- (iv) Other functions associated with the maintenance of the clerical and technical operations of the Division.

Inspections

- (i) Inspections of all New Domestic, Commercial and Industrial Electrical Installations in Trinidad and Tobago. Issuing Certificates of Approval which are mandatory for the connection of an Electricity Supply by the Trinidad and Tobago Electricity Commission.
- (ii) Inspections of all rewired or altered installations for compliance with

established standards of safety. Certificates of Approval are also a prerequisite for the energizing/use of these installations.

- (iii) Inspection of 'Disconnected Installations' for 're-connection' purposes.
- (iv) Routine 'Condition Inspection' of installations to determine their continued safety. Advising owners/occupiers of defects if any, to be corrected within a specified time.
- (v) Annual inspection of the electrical installation and apparatus in all Public Buildings and places of entertainment (Electricity Inspection Act Chap. 54:72 Section 15). {Electricity (Inspection) Rules}.
- (vi) Routine inspections carried out in large industries and high-risk areas. Owner/occupiers are advised of defects (if any) that need to be corrected within a specific period.
- (vii) Inspection of High Voltage Installations.
- (viii) Commissioning of new installations including large industrial plants.
- (ix) Maintenance testing (at stipulated intervals).

Advisory/Consultancy Services

- (i) Responding to owners, electricians, contractors and other members of the public upon their requests for information that impact upon the inspection of their electrical installation.
- (ii) Participating in the work of the Electrical Codes Committee (Board of Engineering of Trinidad and Tobago and the National Training Board).
- (iii) Interfacing with the Trinidad and Tobago Electricity Commission as regards defects/problems associated with electrical systems/ installations.
- (iv) Presentations to schools and firms as regards electrical safety and training.

Fire and Accident Investigation

- (i) Visiting scenes of fires upon requests from the Police, the Trinidad and Tobago Electricity Commission, Trinidad and Tobago Fire Services or Insurance Companies. Carrying out investigations with the intent of determining if the fire was due to an electrical fault.
- (ii) Attending court proceeding that may arise from the investigation at one (i) above, when summoned to give evidence.
- (iii) Investigations of incidents/accidents resulting in loss of life or grievous hurt to any person that occurred in connection with electrical installations or plant or apparatus and submission of findings to the nearest Magistrate.

Regulatory Functions

- (i) Determining/reviewing codes, regulations and standards that are adhered to in the inspection of installations.
- (ii) Evaluating the qualifications, competence and experience of applicants for the grant of Wireman's Licence. Reviewing/Evaluating the performance/conduct of Wiremen and renewing their Licences as appropriate.
- (iii) Administering the grant of Projectionists (Cinema Operators) Licences to competent candidates and renewal of same.
- (iv) Interfacing with the Trinidad and Tobago Electricity Commission regarding defects/problems associated with electrical systems/ installations.
- (v) Interfacing with Importers, Distributors and Manufacturers as regards the design, application and acceptable standard of electrical products.

Effects of functions on members of the public

The functions of the Electrical Inspectorate Division have a profound effect on the public in that it affords them a degree of comfort, knowing that their wiring system has met a satisfactory standard of safety. They are also assured the practical safeguarding of all persons and their property from hazards, which may arise from their usage of electricity.

The public can only participate in the decision-making of the Electrical Inspectorate Division through the Electrical Association of Trinidad and Tobago (EATT) via the Electrical Code Committee of the Board of Engineering of Trinidad and Tobago.

Section 7 (1) (a) (ii) Categories of Documents in the possession of the Electrical Inspectorate Division

Files dealing with administrative support and general administrative documents for the operation of the Electrical Inspectorate Division
Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
Files dealing with the accounting and financial management function of the Electrical Inspectorate Division
Financial Records (cheques, vouchers, receipts, journals, Electrical Inspection, Housing Electricians and Cinema Operators Fees)
Files dealing with matters relating to the procurement of supplies, services and equipment
Policy and Procedure Documents
Internal and External correspondence files
Customer files
Legislation and Legal Instruments
Legal Opinions and related matters
Files dealing with training – local and foreign and technical co-operation
Files dealing with Circulars, memoranda, notices, bulletins, etc.
Inventory
Complaints/suggestions files
Registers/Certificates/Permits/Licences etc.

Section 7(1) (a) (iii) Material prepared for publication or inspection

The public may inspect and/or obtain copies of the following material between the hours of 8:00 am to 4:00 pm on normal working days at:

Section Location

- Head Office: 2 Elizabeth Street, St. Clair, Port of Spain
Tel. 628-9500 Ext: 1122
- South Sub Office: 11 Independence Avenue, San Fernando.
Tel. 652-3483/0646
- Tobago Office: Cor. Castries and Carrington Streets,
Scarborough, Tobago
Tel. 639-3459

High Voltage Regulations
Low Voltage Regulations
Electrical Inspections Fees
Housing Electricians Fees
Cinema Operators Fees
Departmental Rulings from the Chief Electrical Inspector
Requirements for Wireman's Licence and Cinema Operators Permits.

Section 7 (1) (a) (iv) **This section is not applicable.** Section 7 (1) (a) (v) Procedure to be followed when accessing a document from the Electrical Inspectorate Division

How to Request Information:

General Procedure:

Our policy is to answer all requests for information, both oral and written. However, in order to exercise your rights under the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) which is available at any of the three Offices of the Electrical Inspectorate Division, for information that is not readily available to the public.

Addressing Requests:

To facilitate prompt handling of your request, please address it to the Head of the Electrical Inspectorate Division (**see section 7 (1) (a) (vi)**)

Details in the Request:

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer (see section 7 (1) (a) (vi)).

Request not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from the Electrical Inspectorate Division or from another public authority.

Responding to your Request

Retrieving Documents:

Prior to the commencement of the Freedom of Information Act 1999, old records may have been destroyed. The granting of a request for such documents may therefore not be possible. Various laws regulations and manuals give the time periods for keeping records before they may be destroyed. For example, The Exchequer and Audit Act: Chap: 69:01.

Furnishing Documents:

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new programme so that a computer will print information in the format you prefer.
- (b) Perform research for you.

Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

Time Allowed

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the document and/or be

provided with copies.

Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document(s) within seven days of payment of the relevant fee. If we fail to provide the information within the seven day period you are entitled to a refund of the fees paid in addition to free access to the documents/s requested.

Section 7 (1) (a) (vi)

Officers in the Electrical Inspectorate Division are responsible for:

- The initial receipt of and action upon notices under section 10, Requests for access to documents under section 13 and Applications for correction of personal information under Section 36 of the FOIA

The Designated Officer is:

Mr. Marlon Williams
Chief Electrical Inspector
2 Elizabeth Street, St. Clair, Port of Spain
Telephone 628-9500 Ext: 1122

The Alternate Officer is:

Mr. Patricia Hewitt White
Administrative Officer II
2 Elizabeth Street, St. Clair, Port of Spain
Telephone 628-9500 Ext: 1345

Section 7 (1) (a) (vii) Advisory Boards, Council, Committee, and other bodies

There are no bodies that fall within the meaning of this section of the FOIA

Section 7 (1) (a) (viii) Library/Reading Room Facilities

Certain information may be readily accessed at our three offices:

- Head Office, 2 Elizabeth Street, St. Clair, Port of Spain.
Telephone # 628-9500 Ext: 1122
- Sub Office, 11 Independence Avenue, San Fernando.
Telephone #652-3483/0646
- Tobago Office, Castries and Carrington Streets, Scarborough, Tobago.
Telephone #639-3459

You may make general enquiries to Chief Electrical Inspector (Mr. Marlon Williams at 628-9500 Ext: 1122). Our offices are open to the public from Monday to Friday between the hours of 8:00am and 4:00pm.

Policy of the Electrical Inspectorate Division for provision of copies of documents that are readily available to the public.

You must provide your own paper, (no fee will be charged).

Section 8 Statements

This section is not applicable at this time.

Section 9 Statements

This section is not applicable at this time.