



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

2012 Updated Public Statement of the ELECTRICAL INSPECTORATE DIVISION MINISTRY OF PUBLIC UTILITIES

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 Ministry of Public Utilities is required by law to publish and update information on the Electrical Inspectorate Division for the benefit of the public. This includes the structure and function of the Electrical Inspectorate Division, the list of categories of documents held by the Division and the process for obtaining such documents.

The Act gives members of the public:

1. A legal right for each person to access information held by the Electrical Inspectorate Division.
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA
4. 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 (EID) 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 inspection of Electrical Installations and 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:

1. **The Head Office at Port of Spain:** services North and part of Central Trinidad.
2. **Sub Office at San Fernando:** services South Trinidad from Guayaguayare to Cedros, including the Central South region.
3. **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.

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- (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 (1) 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 License. Reviewing/ Evaluating the performance/

conduct of Wiremen and renewing their Licenses as appropriate.

- (iii) Administering the grant of Projectionists (Cinema Operators) Licenses 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 have 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.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Electrical Inspectorate Division

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

Section 7(1) (a) (iii)

Material prepared for publication or inspection

The public may inspect and/or obtain copies of the following material:

- 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 License and Cinema Operators Permits.

Persons who wish to inspect or obtain copies of such material can visit the offices of the Electrical Inspectorate between the hours of 8:00 am to 4:00 p.m. on normal working days at:

Head Office:

#48 Eastern Main Road, Arouca
Tel. 692-6548, 692-6549

South Sub Office:

#11 Independence Avenue,
San Fernando.
Tel. 652-3483/0646

Tobago Office:

Cor. Castries and Carrington Streets,
Scarborough,
Tobago
Tel. 639-3459

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 (EID).

How to Request Information:

General Procedure:

The EID's policy is to answer all requests for information, both oral and written. However, in order to access the rights given to the public under the FOIA (for example the right to challenge a decision if a request for information is refused), the applicant must make the request

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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 request, please address it to the Chief Electrical Inspector 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 the applicant is unsure of how to write the request or what details to include, they should communicate with the 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 that the EID has in its possession, custody or power. The EID is required to furnish only one copy of a document. If a legible copy of the document cannot be made, the EID may not attempt to reconstruct it. Instead, the best possible copy will be furnished and

the quality noted in the reply to the applicant.

Please note the Electrical Inspectorate Division is not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new program 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 an applicant's request for access to documents. If the EID fails to meet this deadline, the FOIA gives the applicant the right to proceed as though the request has been denied. The EID will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the request will be acknowledged and the applicant advised of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

Time Allowed

The EID will determine whether to grant a 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, the applicant will be permitted to inspect the document and/or be provided with copies.

Fees and Refunds

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies or copies in some other form, such as on a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, the Ministry may charge duplication fees in accordance with its normal replication policy.

Section 7 (1) (a) (vi)

Officers at the Electrical Inspectorate Division are responsible for:

1. The initial receipt of and action upon notices under section 10;
2. Requests for access to documents under section 13; and
3. Applications for correction of personal information under Section 36 of the FOIA.

The Designated Officer is:

Mr. Marlon Williams
Chief Electrical Inspector
#48 Eastern Main Road, Arouca
Telephone: 692-6548, 692-6549

The Alternate Officer is:

Ms. Nikisha Rambarran
Administrative Officer II
#48 Eastern Main Road, Arouca
Telephone: 692-6548, 692-6549

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

There is no library or reading room at the EID. Information may be accessed at our three offices from Monday to Friday between the hours of 8:00am and 4:00pm.:

- Head Office, #48 Eastern Main Road, Arouca
Tel. 692-6548, 692-6549
- Sub Office, 11 Independence Avenue, San Fernando
Telephone #652-3483/0646
- Tobago Office, Castries and Carrington Streets, Scarborough, Tobago
Telephone #639-345

Policy of the Ministry of Public Utilities for the provision of copies of documents which are readily available to the public

Members of the public may:

- (a) Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration, the possibility that the copies may not be available in the form required.
- (b) Be required to supply copying paper for hard copies in instances where requests require large amounts of paper.

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Section 8 Statements

The EID is guided by the following pieces of legislation, rules and regulation:

- Electricity (Inspection) Act Chapter 54:72
- Electrical Installation (Building) Act Chapter 54:71
- The Cinematograph Act and Video Entertainment Act Chap: 20:10
- Public Services Commission Regulations
- Trinidad and Tobago Wiring Code, Part 1, Low voltage installation (TTS171: Part 1: 2002)
- Trinidad and Tobago Wiring Code, Part 2, High voltage installation (TTS171: Part 2: 2002)
- Trinidad and Tobago Wiring Code, Part 3, Renewable Energy Systems and Interconnection Requirements (TTS171: Part 3: 2011)
- National Electrical Code – 2011
- TTEC – Wiring for Lighting and Power (2008)
- Bulletins issued by the Chief Electrical Inspector

Section 9 Statements

This section is not applicable at this time.