

UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018

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:

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; and
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 provide electrical inspection services to the citizens of Trinidad and Tobago to ensure the integrity of these wiring systems through timely and meticulous electrical inspections and to certify qualified and competent persons to undertake electrical installations in order to safeguard the well-being of people and their property from injury and fire.

MANDATE

The Electrical Inspectorate Division is responsible for testing and inspecting electrical installations of buildings and facilities to meet local and international standards and to certify whether these installations are compliant. In addition, the Electrical Inspectorate Division is responsible for issuing Wireman's Licence and Projectionist's Licence to qualified and competent persons. The Electrical Inspectorate Division is also required to investigate fires in buildings and facilities to determine whether the cause of the fire was related to the electrical installation.

STRUCTURE

The Electrical Inspectorate Division is a Division of the Ministry of Public Utilities. The Government Electrical Inspectorate Division (EID) was established by the Electricity (Inspection) Act Chapter 54:72, on January 1, 1946. 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).

1. The Electricity (Inspection) Act Chapter 54:72
2. The Electric Installations (Buildings) Act Chapter 54:71
3. Legal Notice No. 139 of Cinematograph Ordinance, Chapter 30:10.

TRINIDAD

The EID operates from three (3) locations in Trinidad. They are:

1. **The Head Office at Arouca:** services North East (East of Lady Young Road) and part of Central Trinidad.

2. **Office at La Romaine:** services South Trinidad from Guayaguayare to Cedros, including Central South.
3. **Office at One Alexandra Street, St. Clair, Port of Spain:** services North West Trinidad (West of Lady Young Road).

TOBAGO

In Tobago, the Tobago House of Assembly, Division of Infrastructure and Public Utilities has Electrical Inspectors who operate under the technical guidelines of the Chief Electrical Inspector.

The Office of the Electrical Inspectorate is located at Old Government Farm Road, Shaw Park, Scarborough, Tobago. This office serves the entire 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 these 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 and Issuance of Certificates of Approval for all New Domestic, Commercial and Industrial Electrical Installations in Trinidad and Tobago which are mandatory for the connection of an Electricity Supply by the Trinidad and Tobago Electricity Commission.
- (ii) Inspections and Issuance of Certificates of Approval for all rewired or altered installations for compliance with established standards of safety which 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 and advising owners/occupiers of relevant defects, 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 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.

UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018 In compliance with Sections 7, 8 And 9 of the Freedom of Information Act (FOIA)1999

continued...

- (iii) Interfacing with T&TEC regarding defects/problems associated with electrical systems/installations.
- (iv) Presenting to schools and firms as regards electrical safety and training.

Fire and Accident Investigation

- (i) Visiting the scenes of fires to determine if the cause of the fire is due to an electrical fault upon requests from the Police, the Trinidad and Tobago Electricity Commission, Trinidad and Tobago Fire Services or Insurance Companies.
- (ii) Attending court proceedings 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 relevant to the inspection of installations.
- (ii) Interfacing with T&TEC regarding defects/problems associated with electrical systems/installations.
- (v) Enforcement of the Trinidad and Tobago Electrical Wiring Code.

Licensing of Wireman and Projectionist

- (iv) 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.
- (v) Administering the grant of Projectionists (Cinema Operators) Licences to competent candidates and renewal of same.

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 confidence in knowing that their wiring system have met a satisfactory standard of safety. Members of the public are also assured that their person and property are safeguarded from hazards, which may arise from their electricity usage.

The public can participate in the decision-making of the Electrical Inspectorate Division through its National Technical Electrical Committee which meets once per month. To register, members of the public can call 628-9500 ext. 7013.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Electrical Inspectorate Division

- (a) Files dealing with administrative support and general administrative documents for the operation of the Electrical Inspectorate Division.
- (b) Personnel files, which detail staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc.
- (c) Files dealing with the accounting and financial management function of the Electrical Inspectorate Division.
- (d) Financial Records (cheques, vouchers, receipts, journals, Electrical Inspection, Housing Electricians and Cinema Operators Fees).
- (e) Files dealing with matters relating to the procurement of supplies, services and equipment.
- (f) Policy and Procedure Documents.
- (g) Internal and External correspondence files.

- (h) Customer files.
- (i) Legislation and Legal Instruments.
- (j) Legal Opinions and related matters.
- (k) Files dealing with training – local and foreign and technical co-operation.
- (l) Files dealing with circulars, memoranda, notices, bulletins, etc.
- (m) Inventory.
- (n) Complaints/suggestions files.
- (o) 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 between the hours of 8:00 a.m. to 4:00 p.m. on normal working days at the following locations:

Section Location

Head Office:	#48 Eastern Main Road, Arouca Tel. 692-6548, 692-6549
South Office:	Maska Building, South Trunk Road, La Romain Tel. 697-7976
Port of Spain Office:	One Alexandra Place, #1 Alexandra Street, St. Clair, Port of Spain Tel. 628-9500 Ext. 1113, 1114

- 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)

Literature available by subscription

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 the request for information is refused), the request must be made in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) which is available at any of the four 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 Chief Electrical Inspector (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

UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018

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

continued...

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 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 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 documents/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:

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
Tel. 692-6548, 692-6549

The Alternate Officer is:

Mrs. Monica Williams-Vendor
Administrative Officer II
#48 Eastern Main Road, Arouca
Tel.: 692-6548, 692-6549

Section 7 (1) (a) (vii)

Advisory Boards, Council, Committee, and other bodies

- National Technical Electrical Committee of the Government
Electrical Inspectorate

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Certain information may be readily accessed at our offices:

- Head Office: #48 Eastern Main Road, Arouca
Tel. 692-6548, 692-6549
- Office: Maska Building, South Trunk Road, La Romain
Tel. 697-7976
- Office: One Alexandra Place, 1 Alexandra Street, St. Clair,
Port of Spain. Tel. 628-9500 Extension 1113, 1114

The public may also make general enquiries to Chief Electrical Inspector - Mr. Marlon Williams at 628-9500 ext. 7000/ 7013. 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.

Members of the public are required to provide paper for photocopies.

Section 8 Statements

Rules and Regulation under which the EID operates

- Electricity (Inspection) Act Chapter 54:72
- Electrical Installation (Building) Act Chapter 54:71
- The Cinematograph Act and Video Entertainment Act Chap: 20:10,
Legal Notice 139
- Public Service Regulations

Electrical installations in Trinidad and Tobago must comply with the following standards:

- 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 Interconnections (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.