



**TRINIDAD AND TOBAGO BUREAU OF STANDARDS
METROLOGY DIVISION
LEGAL METROLOGY INSPECTORATE**

VERIFICATION FEE STRUCTURE

In response to the concerns raised by “Mr. Patience as para phrased below regarding the verification fees at the *Transport Logistics and Regulatory Committee, Minutes of the Transport, Logistics and Regulatory Committee Meeting held on Wednesday 10th August 2016.*

“Mr. Patience also raised a concern regarding the process and the justification for the fee structure implemented by the TTBS for the verification of scales. He questioned whether the firm that calibrates weighing equipment needs to be approved by the TTBS since the latter has to verify the calibration on scales used by exporters.”

JUSTIFICATION FOR CHARGING VERIFICATION FEES

According to the Metrology Act No.18 of 2004 Section 23 (1) *c*) the fees to be collected by Inspectors on the stamping or issuing of certificates in respect of measuring devices;

VERIFICATION FEE PROCESS

The Metrology Regulations, 2015 Schedule 7 outlines the derivation of the verification fees, which is based on a formula. It should be noted that as a regulator, we cannot profit from these fees and we are mandated to recover the cost for conducting the verifications. The pricing factor used is 1.

**SCHEDULE 7**

Fees for activities under the Metrology Act (Verification, Certification and Pattern Approval) are determined by the formula:

$$\text{Service Fee} = \frac{\text{Unit Annual Direct and Indirect Cost}}{\text{No. of Available Hours per Annum}} \times \text{Pricing Factor}$$

Unit Annual Direct Costs:

Direct costs are readily identifiable costs that can be attributed directly and unequivocally to a service that is being rendered and costed by the Legal Metrology Inspectorate (LMI) Unit, a unit of the Bureau, specifically. For example-

- Employee expenses – Personnel Expenses – salary, on-going cost for staff
- Operational expenses – Goods and Services – Lab consumables, lab equipment, administrative expenses to conduct the activity, cost for shared resources: technical, research and projects etc.
- Property expenses – lease cost for labs and offices, costs for utilities and maintenance
- Employee benefit expenses – workmen compensation insurance
- Depreciation expenses – depreciation of assets



Unit Annual Indirect Costs:

Indirect costs are costs that are not directly attributable to a particular project or service rendered. Indirect costs are non-specific costs charged across all projects or services rendered based on estimates. They are sometimes referred to as Overheads and can include, for example, 'Corporate Central' costs such as costs associated with executive administration, financial services, human resources, records management, information technology, maintenance, marketing and standardization.

No. of Hours per annum worked for the Bureau:

This is defined as the Annual Practical Capacity of Working Hours Available per annum to render LMI services to clients. It considers weekends, public holidays, vacation leave and sick leave, time for training and meetings.

Pricing Factor

This is defined as a value which is multiplied by the cost of the service to produce the recommended price of the service.

Dated this 5th day of May, 2015.

V. BHARAT
*Minister of Trade, Industry, Investment
and Communication*



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FEE SCHEDULE	
Activity	Fee \$ (Vat Exclusive)
Verification (Initial and In-Service)	
Weighing Devices	
Up to 50 kg (Up to 110 lbs inclusive)	\$125.00
Above 51 kg to 150 kg inclusive (Above 112 lbs to 330 lbs inclusive)	\$1,200.00
Above 151 kg to 500 kg (Above 332 lbs to 1,100 lbs inclusive)	\$1,400.00
Above 501 kg to 10,000 kg (Above 1,102 lbs to 22,000 lbs inclusive)	\$4,700.00
Above 10,001 kg to 100,000 kg (Above 22,002 lbs to 220,000 lbs inclusive)	\$9,500.00
Hopper Scales up to 10,000 kg (Up to 22,000 lbs inclusive)	\$2,500.00
Hopper Scales 10,001 kg to 100,000 kg (Above 22,002 lbs - 220,000 lbs)	\$9,500.00
Fuel Dispensers	
Fuel Dispenser - Each nozzle	\$300.00
Length Devices	
Rulers	\$100.00
Tapes	\$600.00
Pattern Approval	
Patterns (With approval from a Recognized Body)	\$2,500.00
Patterns (Without approval from a Recognized Body)	To be determined based on the measuring device.



Question2. “He questioned whether the firm that calibrates weighing equipment needs to be approved by the TTBS since the latter has to verify the calibration on scales used by exporters.”

According to section 13 of the Metrology Act no.18 of 2004 the calibrators (repairing or adjusting prescribed measuring devices for trade) must be certified with the Bureau.

13. (1) The Bureau shall maintain and publish annually a register of the names of persons carrying on the business in Trinidad and Tobago of selling, manufacturing, assembling, importing, exporting, repairing or adjusting prescribed measuring devices for use in trade.

(2) No person carrying on the business of selling, manufacturing, assembling, importing, exporting, repairing or adjusting prescribed measuring devices for use in trade shall be eligible for inclusion in the register mentioned in subsection (1) unless he holds a certificate from the Bureau certifying his fitness to carry on such a business.

(3) A person employed in the business of repairing or adjusting prescribed measuring devices as a person directly responsible for such repair or adjustment, shall hold a certificate from the Bureau, certifying his fitness for such employment.

(4) A person referred to in subsections (2) and (3) who engages in business without having the certificate from the Bureau is guilty of an offence.

(5) A person is guilty of an offence who knowingly manufactures, assembles, imports or knowingly causes to be manufactured, assembled or imported a measuring device for use in connection with trade other than a prescribed measuring device.

(6) A person who, being a person carrying on the business of repairing or adjusting prescribed measuring devices, employs any other person to be directly responsible for such repair or



adjustment is guilty of an offence unless that other person so employed holds a certificate referred to in subsection (3).

In addition, (section 21 (c)) gives the Bureau the authority to examine persons seeking certificates in pursuance of the requirements of sections 12 and 13, and issue such certificates to persons satisfying the Bureau as to their fitness for the proper performance of the duties, business or employment concerned.

Not being certified by the TTBS would be an offence as stated in the Act.

Certification is a function of the TTBS, but this function will not be carried out by the Legal Metrology Inspectorate whose primary role is to conduct verifications on prescribed measuring devices.

The Certification process is currently in a data gathering phase where those persons involved in the business of *selling manufacturing assembling, importing, exporting, repairing, adjusting* prescribed measuring devices for use in trade are submitting information.