



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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VOL. 57

Caroni, Trinidad, Thursday 30th August, 2018—Price \$1.00

No. 107

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**1213**

APPOINTMENT TO ACT AS MINISTER OF NATIONAL SECURITY, MINISTER OF COMMUNICATIONS AND  
MINISTER IN THE OFFICE OF THE PRIME MINISTER

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MAJOR GENERAL (RETIRED) EDMUND ERNEST DILLON, a member of the House of Representatives who is a Minister, to act in the Office of the Honourable STUART YOUNG, Minister of National Security, Minister of Communications and Minister in the Office of the Prime Minister, with effect from 25th August, 2018 and continuing during the absence from Trinidad and Tobago of the said the Honourable Stuart Young, M.P., in addition to the discharge of his normal duties.

G. SERRETTE  
*Secretary to Her Excellency  
the President*

27th August, 2018.

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**1214**

APPOINTMENT TO ACT AS MINISTER OF PLANNING AND DEVELOPMENT

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed ALLYSON WEST, a member of the Senate, who is a Minister, to act in the Office of the Honourable CAMILLE ROBINSON-REGIS, Minister of Planning and Development, with effect from 20th August, 2018 and continuing during the absence from Trinidad and Tobago of the said the Honourable Camille Robinson-Regis, M.P., in addition to the discharge of her normal duties.

G. SERRETTE  
*Secretary to Her Excellency  
the President*

23rd August, 2018.

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**1215**

REVOCATION OF AN ACTING APPOINTMENT AS AUDITOR GENERAL

IT IS HEREBY NOTIFIED for general information that in accordance with the provisions of subsection (2) of section 117 of the Constitution of the Republic of Trinidad and Tobago, Her Excellency the President, has revoked with effect from 20th August, 2018, the appointment of LORELLY PUJADAS, Deputy Auditor General, to act as Auditor General.

G. SERRETTE  
*Secretary to Her Excellency  
the President*

21st August, 2018.

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO****THE MINISTRY OF PUBLIC UTILITIES****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

UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018,  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

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**

UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018,  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

- (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**

UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018,  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

- (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) Interfacing with Importers, Distributors and Manufacturers as regards the design, application and acceptable standard of electrical products.
- (iii) Presentations 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 (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 relevant to the inspection of installations.
- (ii) Interfacing with the Trinidad and Tobago Electricity Commission regarding defects/problems associated with electrical systems/installations.
- (iii) 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**

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018,  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

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.

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018,  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

- o. 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 p.m. on normal working days at the following locations:

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  
Telephone number 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

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018,  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

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 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



UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018,  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

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:**

Mr. Marlon Williams  
Chief Electrical Inspector  
#48 Eastern Main Road, Arouca  
Telephone: 628-9500 ext. 7000/ 7013

**The Alternate Officer:**

Ms. Monica Williams-Vendor  
Administrative Officer II  
#48 Eastern Main Road, Arouca  
Telephone: 628-9500 ext. 7007

**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  
Telephone: #692-6548, 692-6549
- Office - Maska Building South Trunk Road La Romain  
Telephone #697-7976

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2018,  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

- Office – One Alexandra Place, 1 Alexandra Street, St. Clair, Port of Spain  
Telephone number 628-9500 Extension 1107, 1113

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.

# Public Statement of Trinidad & Tobago National Petroleum Marketing Company Limited

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

(2017 UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)

In accordance with Sections 7 (1) (b), 8 (2) (b) and 9 (2) (b) of the Freedom of Information Act 1999 (FOIA), Trinidad & Tobago National Petroleum Marketing Company Limited (NP) is required by law to publish updated statements that 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 Trinidad & Tobago National Petroleum Marketing Company Limited;
- (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.

Trinidad & Tobago National Petroleum Marketing Company Limited (NP) publishes the following statement as approved by the Minister of Energy and Energy Industries:

### SECTION 7 STATEMENTS

#### Section 7 (1) (a) (i)

#### Function and structure of Trinidad & Tobago National Petroleum Marketing Company Limited

NP commenced operations as a wholly owned State Enterprise in October 1972, when the Government of Trinidad and Tobago changed the name of BP Caribbean Limited and renamed the 10 year-old company Trinidad & Tobago National Petroleum Marketing Company Limited. In the ensuing years, NP expanded with the acquisition of the marketing assets and operations of Esso Standard Oil S.A. Limited, T&T Oil Company Limited [TRINTOC] (formerly Shell Trinidad Limited) and Texaco Trinidad Limited as the Government moved to nationalise the oil industry.

NP, in addition to its local marketing activity, is also the parent company of four subsidiary companies and has a branch in Dominica.

#### Subsidiary companies:

Natpet Investments Company Limited  
Natpetrol (Saint Maarten) N.V.  
Natpet (Saint Maarten) N.V.  
National Agro Chemicals Limited  
(currently being liquidated)

#### Branch:

Trinidad & Tobago National Petroleum Marketing Company Limited – Dominica Branch

NP's Mission is "To ensure the safe, reliable, convenient and economical availability of quality petroleum products throughout Trinidad and Tobago".

NP holds a Vision, "Customer-focused, modern, efficient and profitable from refinery to pump, emerging from domestic leader to competitive regional player".

NP's Head Office is located at NP House, National Drive, Sea Lots, Port of Spain.

The Board of Directors is appointed by NP's shareholder, the Corporation Sole, and controls the overall direction of the company. Its members are:

Mr. Sahid Hosein	Chairman
Ms. Mona Persad	Director
Ms. Nadine Nabie	Director
Mr. David Alexander	Director
Mr. Marcus Knaggs	Director
Mr. Quincy Trim	Director

There are five Board Sub-Committees that consider, approve and, where necessary, make recommendations to the Board of Directors on matters relating to Tenders, Audit, Finance and Investment, Marketing and Human Resource.



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**Public Statement of Trinidad & Tobago National Petroleum Marketing Company Limited  
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999  
(2017 UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)**

NP employs a workforce of approximately 536 persons and is headed by a Chief Executive Officer (CEO). NP's approved Organisation Structure consists of six major responsibility centres along with other support, monitoring and executive functions under the Office of the CEO. As at December 2017, there were 386 Permanent employees, 57 Temporary employees, 15 Contract employees, 75 Casual employees and three Trainees.

Please see the attached organisational chart for NP.

**Approved Structure - Major Responsibility Centres and Sub divisions are:**

- (1) **Lubricants**  
Lubricant Sales  
Procurement and Warehousing
- (2) **Retail & Industrial Fuels**  
Service Station Partnership Network  
Distribution
- (3) **Aviation & Marine Fuels**
- (4) **Core Business Support**  
Tobago Operations  
Dominica Operations  
LPG  
Quality Assurance  
Laboratory
- (5) **Human Resources & HSSE**  
Employee/Industrial Relations  
Organisation Development  
Health, Safety, Security & Environment
- (6) **Finance, ICT & Supply Chain**  
Accounting Services  
Treasury & Management Accounting  
Supply Chain  
ICT

**Other Support, Monitoring and Executive Functions are:**

Internal Audit  
Legal & Company Secretariat  
Corporate Communications  
Engineering & Maintenance Services  
Risk Management  
Business Intelligence

There are a number of Committees that are operational. Where applicable, these Committees comprise a mix of officers of NP and members of the local branch of the Trade Union, Oilfields Workers' Trade Union (OWTU) listed as follows:

Management Tenders Committee  
Credit Committee  
Joint Health & Safety Committee  
Pension Fund Management Committees  
Traffic and Road Accidents Investigations Committee

**Effect of Functions on Members of the Public**

**NP is a Diversified Petroleum Marketing Company with its Main Activities Comprising:**

- Acquisition and distribution of fuels to service stations, aviation, marine and industrial users.
- Marketing of fuels including LPG and CNG
- Blending and marketing of lubricants and brake fluid
- Service station activities/convenience store and other non-fuel generating activities
- Contract blending activities
- Technical and laboratory services
- Branch activities
  - The Dominica Branch owns and operates a bulk storage installation, a service station and aviation refuelling facilities. It also markets fuels and lubricants to service stations and other users.
- Subsidiary Activities
  - **National Agro Chemicals Limited (NACL)** was set up to supply a wide range of fertilisers, agro chemicals and pesticides to a number of agricultural concerns and farmers throughout the country, and sell a range of industrial chemicals - Xylene, Toluene, and White Spirits to industrial users and oil companies. NACL owned and operated, at Point Lisas, is one of the few fertiliser blending plants in the Caribbean. However, this company is currently in the process of liquidation.
  - **Natpet Investments Company Limited** operates the company's LPG Filling Plant and is responsible for keeping the marketplace adequately supplied with LPG. The LPG Filling Plant is located on the parent company's facilities at Sea Lots, Port of Spain.
  - **Natpetrol (St. Maarten) N.V.** a company incorporated under the laws of St. Maarten, which was set up for the purpose of importation, exportation, purchase, sale, supply and trade of petroleum, petrochemical and chemical products, but which is not operational at present.
  - **Natpet (Saint Maarten) N.V.** a company incorporated under the laws of Saint Martin, which was set up for the purpose of sale, purchase, rental and leasing of immovable property and investment in securities but which is not operational at present.

NP considers feedback from the public gathered through its Corporate Communications and Customer Services Departments in guiding its formulation of policy.



TRINIDAD & TOBAGO NATIONAL PETROLEUM  
MARKETING COMPANY LIMITED

**Public Statement of Trinidad & Tobago National Petroleum Marketing Company Limited  
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999  
(2017 UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)**

**Section 7 (1) (a) (ii)****Categories of Documents in the Possession of NP**

1. Files dealing with organisational support and administrative/contractual documents for the operations of NP.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc.
3. Industrial agreements and terms and conditions of employment
4. Files dealing with training – local and foreign and technical co-operation
5. Files dealing with the accounting and financial management function of NP
6. Financial records (cheques, vouchers, invoices, receipts, journals, etc.)
7. Files dealing with matters relating to the procurement of supplies, services and equipment
8. Maps/charts/photographs
9. News releases, speeches originating in NP
10. Policy and procedure documents
11. Internal and external correspondence files
12. Customer files
13. Documents relating to information technology strategy
14. Legislation and legal instruments relevant to NP
15. Legal opinions and related matters
16. Minutes/agenda of meetings
17. Files dealing with internal circulars, memoranda, notices, bulletins, etc
18. Reports: Environmental, Statistical, Financial annual/monthly/quarterly, Audit, Consultants, Technical, Corporate, Valuation, Accident, Feasibility studies and Surveys, etc.
19. Files on marketing policies, pricing strategies and price build-ups
20. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
21. Inventories
22. Files on standards and benchmarks
23. Complaint/suggestion files
24. Registers/logs/certificates/permits/licences, etc
25. Files dealing with engineering, construction and maintenance of NP's facilities

**Section 7 (1) (a) (iii)****Material Prepared for Publication or Inspection**

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:00 p.m. on normal working days at: -

NP's Library  
NP House  
National Drive, Sea Lots  
Port of Spain

Telephone: [868] 625-1364/8  
Fax: [868] 627-4028  
Email: customer\_service@np.co.tt

- Annual Financial Statements
- Tenders Procedure Guide for Tenders and Contracts for Works & Services
- Tenders Procedure Guide for Tenders for Procurement of Articles
- Credit Policy & Procedure
- Employees' Handbook
- Health, Safety & Environment Pocket Handbook
- Health, Safety & Environmental Policy Statement
- Quality Policy Statement
- Guidelines for Improving Contractor Health, Safety & Environmental Performance
- Advertising and Promotion Policy
- Donations Policy
- Permanent Recruitment Policy
- Temporary Recruitment
- Vacation Employment Policy
- Whistle Blowing Policy
- Conflict of Interest Policy

General information is also available on the Company's website, [www.np.co.tt](http://www.np.co.tt)

**Section 7 (1) (a) (iv)****Literature available by subscription**

NP does not currently publish any documents that are available by way of subscription.

**Section 7 (1) (a) (v)****Procedure to be followed when accessing a document from NP.**

NP's policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by 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 following procedure should be followed when making a request:

**HOW TO REQUEST INFORMATION:****General Procedure**

- Obtain an FOIA application form (*Request for Access to Official Documents*) available in our Library, Company Secretariat or from the Government FOIA Unit on its website address: [www.foia.gov.tt](http://www.foia.gov.tt) in order to access information that is not readily available to the public.

**ADDRESSING REQUESTS**

- To facilitate prompt handling of your request, please address it to the Designated Officer of the Company **[see Section 7 (1) (a) (vi)]**.



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**Public Statement of Trinidad & Tobago National Petroleum Marketing Company Limited  
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999  
(2017 UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)**

*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, please communicate with the Designated Officer.

*REQUESTS 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.
- Copies of documents are only furnished when they are in our possession, custody or power. 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 be impossible. 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. 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.
- A request is deemed to be received when the original of the completed request form is received by the Designated Officer, the Manager Legal & Company Secretary's Office or in the Legal Department of the Company and a written acknowledgement is issued.

*TIME LIMITS***General**

- The FOIA sets a time limit of **30 calendar days from the date the request was received** 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 was 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 advise you of its status.
- Upon any consultation between the applicant and the Designated Officer, time is suspended in the computation of the 30-day period (Sec. 21(7)).

*TIME ALLOWED*

- We will determine whether to grant your request for access to information **as soon as practicable but no later than 30 calendar days** from the date the request was received 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 documents and/or be provided with copies. In the event of refusal of access, you will be notified by the Designated Officer, in writing, of the reason/s for refusal.

**Section 7 (1) (a) (vi)****Officers in the Public Authority 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 corrections of personal information under Section 36 of the FOIA

**The Designated Officer is:**

Ms. Beena Poliah  
Manager Legal & Company Secretary  
NP House, National Drive  
Sea Lots, Port of Spain  
Telephone: 625-1364 Ext. 432  
Fax: 624-9228  
Email: bpoliah@np.co.tt

**The Alternate Officer is:**

Ms. Marla Pacheco  
Legal Officer  
NP House, National Drive  
Sea Lots, Port of Spain  
Telephone: 625 1364 Ext. 412  
Fax: 624-9228  
Email: mpacheco@np.co.tt

**Section 7 (1) (a) (vii)****Advisory Boards, Councils, Committees, and Other Bodies (where meetings/minutes are open to the public)**

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

**Section 7 (1) (a) (viii)****Reading Room Facilities**

Certain information may be readily accessed in our library or through our website at [www.np.co.tt](http://www.np.co.tt). General enquiries may be made to our Administrative Assistant at telephone number 625-1364 Ext. 420

The Library at NP is located on the 2nd Floor of NP House, Phase III at Sea Lots, Port of Spain and is open to the public on normal working days between the hours of 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:00 p.m.



TRINIDAD & TOBAGO NATIONAL PETROLEUM  
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**Public Statement of Trinidad & Tobago National Petroleum Marketing Company Limited**  
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- Users will be liable for any damage caused to NP's property through said user's willful malicious use of the said property.
- No smoking, eating or drinking is allowed in the Reading Room.

**Provision of Copies of Documents that are Readily Available to the Public**

- NP, at its discretion, may charge for photocopies at \$2.00 per page
- Provision of certain documents may be subject to a small charge to cover administrative costs
- Downloading of information from the Company's information technology systems and databases is strictly prohibited. The website is not subject to this provision

**SECTION 8 STATEMENTS**

**Section 8 (1) (a) (i)**

**Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law**

- The Petroleum Act Chapter 62:01 and Regulations
- Companies Act Chapter 81:01
- The Income Tax Act Chapter 75:01
- The Exchequer and Audit Act Chapter 69:01
- The Corporation Taxes Act Chapter 75:02
- Freedom of Information Chapter 22:02
- Environmental Management Act Chapter 35:05
- Occupational Safety and Health Act Chapter 88:08
- Industrial Relations Act Chapter 88:01
- Workmen's Compensation Act Chapter 88:05
- Retrenchment and Severance Benefits Chapter 88:13
- Sale of Goods Act Chapter 82:30
- Shipping Act Chapter 50:10
- Standards Act Chapter 82:03
- Petroleum Production Levy and Subsidy Act Chapter 62:02
- Petroleum Taxes Act Chapter 75:04
- Equal Opportunities Act Chapter 22:03
- Integrity in Public Life Act Chapter 22:01
- Protection Against Unfair Competition Act Chapter 82:36
- Unfair Contract Terms Act Chapter 82:37
- Arbitration Act Chapter 5:01
- Mediation Act Chapter 5:32
- Trade Disputes and Protection of Property Act Chapter 88:03
- Maternity Protection Act Chapter 45:57
- Trade Marks Act Chapter 82:81
- Trade Descriptions Act Chapter 82:04
- Bankruptcy and Insolvency Act Chapter 9:70
- The Public Procurement and Disposal of Public Property Act
- Copyright Act Chapter 82:80
- Patents and Designs Act Chapter 82:83

- Patents Act Chapter 82:76
- Consumer Protection and Safety Act Chapter 82:34
- The Finance Act
- Insurance Act Chapter 84:01
- Tax Appeal Board Act Chapter 4:50
- Value Added Tax Act Chapter 75:06
- Customs Act Chapter 78:01
- National Insurance Act Chapter 32:01
- Health Surcharge Act Chapter 75:05
- Pensions Act Chapter 23:52
- Minimum Wages Act Chapter 88:04
- Real Property Act Chapter 56:02
- Conveyancing and Law of Property Act Chapter 56:01
- Land and Building Taxes Act Chapter 76:04
- Pesticides and Toxic Chemicals Act Chapter 30:03
- Liquor Licences Act Chapter 84:10
- Pharmacy Board Act Chapter 29:52
- Registration of Deeds Act Chapter 19:06
- Stamp Duty Act Chapter 76:01
- Town and Country Planning Act Chapter 35:01

**Section 8 (1) (a) (ii)**

**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents.**

- Tenders Procedure Guide for Tenders and Contracts for Works & Services
- Tenders Procedure Guide for Tenders for Procurement of Articles
- Credit Policy & Procedure
- Employees' Handbook
- Health, Safety & Environment Pocket Handbook
- Health, Safety & Environmental Policy Statement
- Quality Policy Statement
- Guidelines for Improving Contractor Health, Safety & Environmental Performance
- Advertising Policy
- Donations Policy
- Permanent Recruitment Policy
- Temporary Recruitment
- Vacation Employment Policy
- General Statement
- Company Profile
- Scope and Structure of the Management System and Control of the Policy Manual
- Customer Related Processes
- Emergency Preparedness and Response
- Monitoring and Measurement of Product and Processes
- Control of Nonconformance
- Monitoring and Measurement of Customer Satisfaction
- Data Analysis



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- Document Control
- Management System Communications
- Control of Monitoring and Measuring Devices
- Corporate Audit Policy
- Handling of Customer Complaints
- Procedure for Receiving Base Oils into LOBP Storage
- Handling and Storage of Samples received for Testing
- Staff Performance Management System
- Employee Assistance Programme
- Medical Plan
- Housing Aid Plan
- Permanent Recruitment
- Temporary Recruitment
- Career & Succession Planning
- Training & Development
- Overseas Business Travel
- Drug Free Workplace
- Anti Harassment
- Education Loan and Study/Examination Leave
- Management of Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) in the Workplace
- No-Pay Leave
- Key Employee Retention
- Internet Use and Security Policy
- Electronic Mail Policy
- Anti-Fraud and Corruption Policy
- Policy Statement for Controlling the Operations of the Company Subsidiaries
- Cash Control & Banking Policy
- Sales and Accounting Policy
- Sponsorship Policy
- Whistle Blowing Policy
- LPG Cylinder Management Policy
- Conflict of Interest Policy
- New Business Opportunity Policy

General information is also available on the Company's website, [www.np.co.tt](http://www.np.co.tt).

**Section 8 (1) (b)**

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

- There are no statements to be published under this section at this time.

**SECTION 9 STATEMENTS**

**Section 9 (1) (a)**

A report or a statement containing the advice or recommendations of a body or entity established within the public authority.

At this time, there are no reports or statements under this sub-section.

**Section 9 (1) (b)**

A report or a statement containing the advice or recommendations \* (1) of a body or entity established outside the public authority by or under a written law, \* (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that public authority.

At this time, there are no reports or statements under this sub-section.

**Section 9 (1) (c)**

A report or a statement containing the advice or recommendations of an inter-departmental Committee whose membership includes an officer of the public authority.

At this time, there are no further reports under this section.

**Section 9 (1) (d)**

A report or a statement containing the advice or recommendations of a committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of the public authority who is not a member of the committee.

At this time, there are no reports or statements under this sub-section.

**Section 9 (1) (e)**

A report (including a report concerning the results of studies, surveys or tests) prepared for the public authority by a scientific or technical expert, whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.

At this time, there are no reports or statements under this sub-section.

**Section 9 (1) (f)**

A report prepared for the public authority by a consultant who was paid for preparing the report.





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**IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999  
(2017 UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)**

- Business Process Risk Assessment – November 2001 – Ernst & Young
- Marine Services – 2002 – Edmond Arneaud
- Compensation Survey for Management Positions – 2005 – HRC Associates
- Management Job Evaluation – 2007 – Eastman & Associates
- Company Wide Job Evaluation Exercise – 2008 – Eastman & Associates
- Enterprise Risk Management – 2016 June – Ernst & Young
- Health, Safety & Environmental Policy Statement
- Quality Policy Statement
- Guidelines for Improving Contractor Health, Safety & Environmental Performance
- Advertising Policy
- Donations Policy
- Permanent Recruitment Policy
- Temporary Recruitment
- Vacation Employment Policy
- General Statement
- Company Profile
- Scope and Structure of the Management System and Control of the Policy Manual
- Customer-Related Processes
- Emergency Preparedness and Response
- Monitoring and Measurement of Product and Processes
- Control of Nonconformance
- Monitoring and Measurement of Customer Satisfaction
- Data Analysis
- Document Control
- Management System Communications
- Control of Monitoring and Measuring Devices
- Corporate Audit Policy
- Handling of Customer Complaints
- Procedure for Receiving Base Oils into LOBP Storage
- Handling and Storage of Samples Received for Testing
- Procedure for Blending Operation
- Procedure for Start-up and Shut-down
- Procedure for Receipt and Release of Additives
- Procedure for Identification and Traceability
- Procedure for Transfer of Base Oils between Bulk Storage
- Procedure for Flushing of Blending Systems
- Procedure for Cleaning and Blending Tanks
- Procedure for Drum Assembly
- Annual Performance Management Policy
- Employee Assistance Programme
- Medical Plan
- Housing Aid Plan
- Permanent Recruitment
- Temporary Recruitment
- Career & Succession Planning
- Training & Development
- Overseas Business Travel
- Drug Free Workplace
- Anti-Harassment
- Education Loan and Study/Examination Leave
- Management of Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) in the Workplace
- No-Pay Leave
- Key Employee Retention
- Internet Use and Security Policy

**Section 9 (1) (g)**

**A report prepared within the public authority and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.**

- Risk survey on NP's property at Sea Lots and Piarco employed by foreign insurance broker in 2008.

**Section 9 (1) (h)**

**A report on the performance or efficiency of the public authority, or of an office, division or branch of the public authority, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority.**

At this time, there are no reports or statements under this sub-section.

**Section 9 (1) (i)**

**A report containing \*(1) final plans or proposals for the reorganisation of the functions of the public authority, \*(2) the establishment of a new policy, programme or project to be administered by the public authority, or \*(3) the alteration of an existing policy, programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the public authority or Cabinet.**

Budgets and Strategic Plans – Compiled internally – 2001 to 2004, 2005 to 2008, 2006 to 2009 and 2009 to 2010. Budgets – 2012/2013, 2013/2014, 2014/2015, 2015/2016, 2016/2017. Strategic Plans – 2009 to 2012, 2013 to 2016.

- Tenders Procedure Guide for Tenders and Contracts for Works & Services
- Tenders Procedure Guide for Tenders for Procurement of Articles
- Credit Policy & Procedure
- Employees' Handbook
- Health, Safety & Environment Pocket Handbook



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- Electronic Mail Policy
- Anti-Fraud and Corruption Policy
- Policy Statement for Controlling the Operations of the Company Subsidiaries
- Cash Control & Banking Policy
- Sales and Accounting Policy
- Sponsorship Policy
- Whistle Blowing Policy
- LPG Cylinder Management Policy
- Conflict of Interest Policy
- New Business Opportunity Policy
- Appeal and Levelling Policy

**Section 9 (1) (k)**

A report of a test carried out within the public authority on a product for the purpose of purchasing equipment.

At this time, there are no statements under this sub-section.

**Section 9 (1) (l)**

An environmental impact statement prepared within the public authority.

At this time, there are no documents under this sub-section.

**Section 9 (1) (m)**

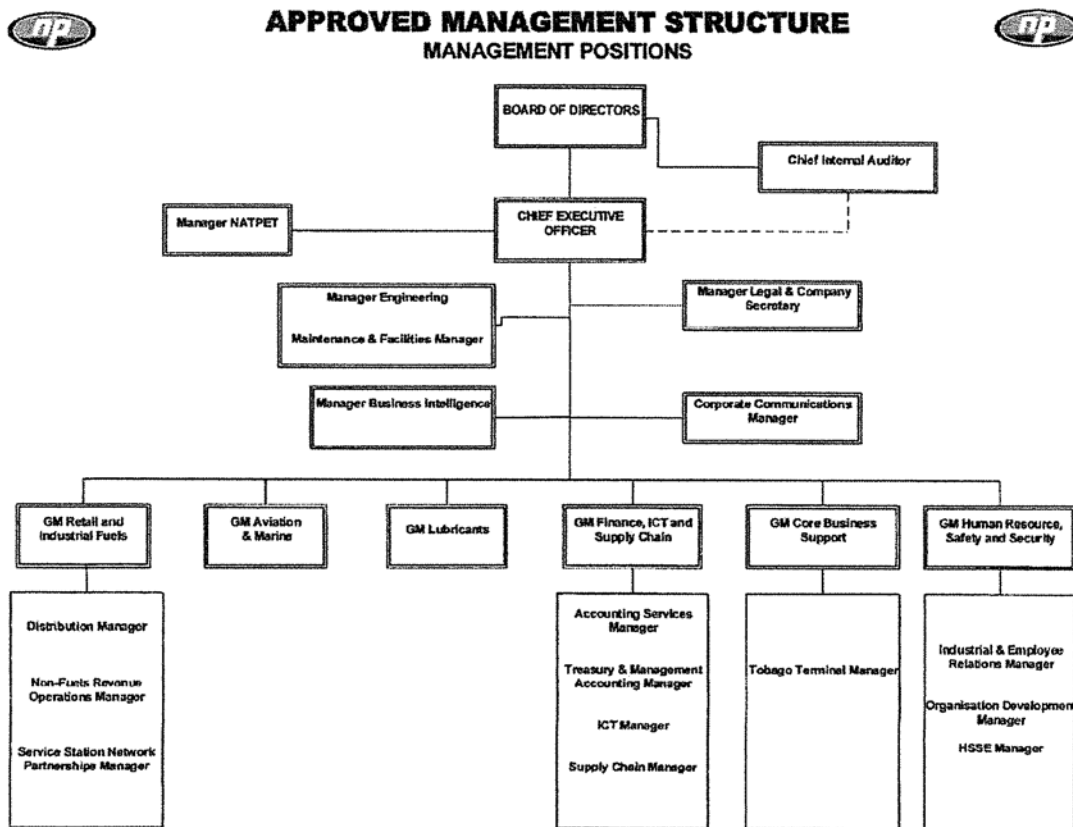
A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

- Valuation Report in 2008 by Desmond Welch and Associates on NP's property situated at Sea Lots.

**Section 9 (1) (j)**

A statement prepared within the public authority and containing policy directions for the drafting of legislation.

At this time, there are no statements under this sub-section.



2017 June 01

NPMC 2017 FOIA STATEMENT UPDATE

