

MEPSL Standard of Operating Procedures (SOPs) – [Regulator/s]

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Outline

1. Aim of this SOP document
2. Main Responsibilities of the regulator
 - Enforcing compliance with MEPSL at the time of registration, issue certificates and check testing
3. SOP to be followed by the regulator when discharging their responsibilities about MEPSL

Aim of the SOP

- To help officers of EPD carrying out their tasks in the most effective way
- To address admin challenges with staff-turn over

Roles of the Regulator

1. Registering models of regulated products

- Responsible for verifying that specific models of regulated products comply with the MEPs and energy labelling requirements of the MEPSL legislation
- Provide assistance to importers with classifying the products into 3 categories for registration purposes

Roles of the Regulator – con't

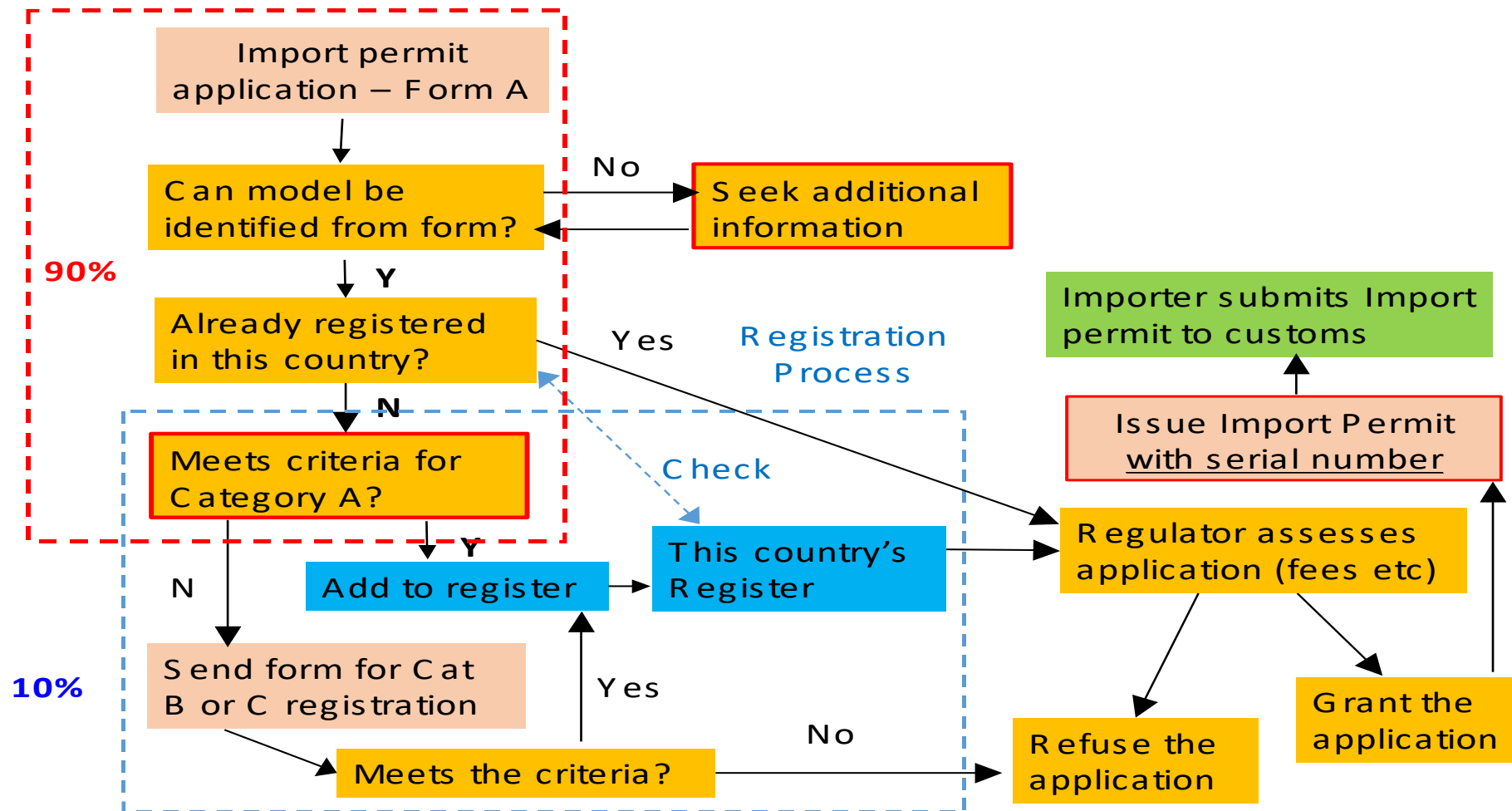
2. Issuing Certificates for regulated products

- Importer who wishes to import a regulated product must apply to the **regulator** for a certificate showing that the brand and model is registered. This is the certificate that the person will need to present to Customs.
- The **regulator** may only issue the certificate if they are satisfied that the product meets the MEPS and/or labelling requirements, because:
 - i. The brand and model is already registered in [PICs]; or
 - ii. The applicant has supplied the information needed to register the product.

- Once the **regulator** is satisfied that the product is registered, they will issue a certificate.
- The original certificate will need to be forwarded to Customs by the importer along with all other required documentation (if needed)
- The certificate will have the exact brand and model of the product to be imported, the number of units in the shipment [quantity].
- It will have unique number and a date of issue.

NOTE: THAT A CERTIFICATE CAN ONLY BE USED ONCE, SO A NEW CERTIFICATE WILL BE REQUIRED FOR EACH CONSIGNMENT.

SOPs for Product Registration and Import Permit



Roles of the Regulator – con't

3. Monitoring Compliance in the field

- The MEPSL legislation empowers the regulator [Department of Energy] to monitor compliance with the MEPSL regulation **after** the products have cleared customs
- The main responsibilities of the Regulator are:
 - i. Checking that the products offered for sale have been registered.
 - ii. Ensure that the correct energy label is clearly visible whenever a regulated product is displayed for sale.
 - iii. Ensuring that the energy label matches the product.
 - iv. Ensuring that no other energy labels are fixed to regulated products

- The regulator can authorize any person to inspect products of a regulated type whenever they are offered for sale. To carry out this work, the authorized person must:
 - i. Carry a copy of the “letter of authorization” from the EPD
 - ii. Carry an identity card with their photograph and name
 - iii. Be familiar with the relevant provisions of MEPSL legislations including powers of entry and take evidence (photographs etc)
 - iv. Carry out their duties politely and co-operatively

- Standard form data recording:

Form X. Record of Product Inspection by Authorised Person – Air Conditioners

[this country] [Regulations]. Form X: Record of Product Inspections by Authorized Officer (Air Conditioners)

Trader Name _____ **Officer's Name** _____ **Place** _____ **Date** _____ **Time** _____
 [Contact details of responsible department]

Record Number	Type (refer below)	Brand	Model	Has standard label?	Star rating on label	kW cooling output	kW electrical input	Compliance plate check	Photo taken?	Comments
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Product type (Q16)	Description
E	Window-wall or unitary
F	Split unit
G	Ducted air conditioner (complete unit)
H	Multi-split air conditioner (complete unit)

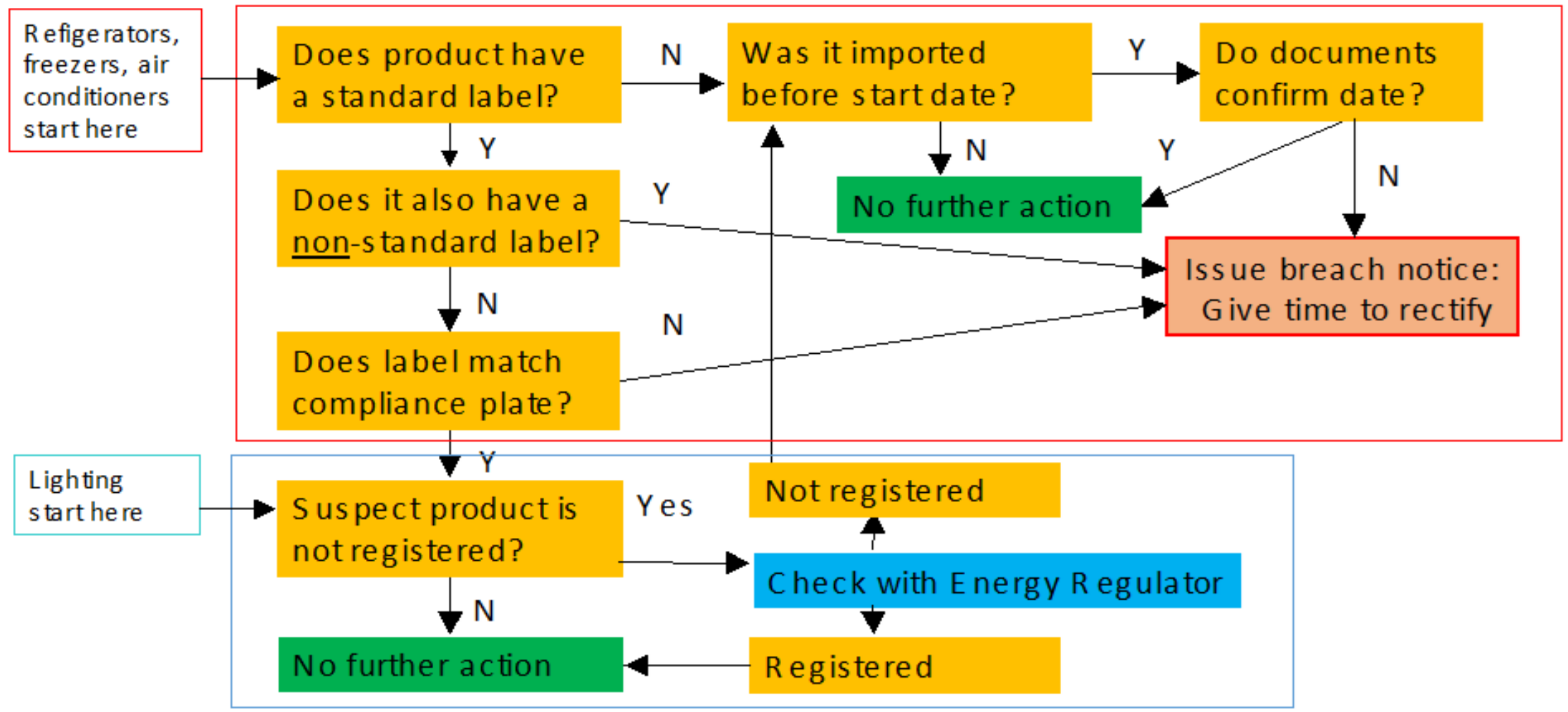
Roles of the Regulator – con't

4. Encouraging and Enforcing Compliance

There will probably be a period after the introduction of the MEPSL regulation when many importers of regulated products will be genuinely unaware of their obligations. This can be handled by:

- Holding training workshops for traders, explaining their obligations, and demonstrating the forms and procedures to obtain registrations and import permits.
- Publicising the fact that the EPLT will or has taken effect, and whether private individuals as well as commercial traders must comply. Very few people read the government gazette, so the full range of options should be used: e.g. television, radio, press, pamphlets in appliance stores and customs offices, leaflets inserted into electricity bills and other means.
- If the MEPSL regulation takes effect for different products on different dates, repeating the publicity before each implementation date.
- Allowing a formal (or informal) grace period (say 3 to 6 months) during which non-compliance is noted but not prosecuted.

SOPs for Check Compliance in the Field



Thank you!!