

**AUDITOR GENERAL'S DEPARTMENT
PERFORMANCE AUDIT REPORT
BUREAU OF STANDARDS (BSJ)
MONITORING FOR COMPLIANCE**

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The Department is headed by the Auditor General, Pamela Monroe Ellis, who submits her reports to the Speaker of the House of Representatives in accordance with Section 122 of the Constitution of Jamaica and Section 29 of the Financial and Administration and Audit Act.

This report was prepared by the Auditor General's Department of Jamaica for presentation to the House of Representatives.



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Auditor General's Overview

The Bureau of Standards Jamaica (BSJ) is responsible for facilitating the timely development, promulgation and implementation of national and regional standards for goods, services, processes and practices. BSJ monitors conformance with the applicable legislations and standards, including the Caribbean Community (CARICOM) Regional Organization for Standards and Quality Act (2005), through inspections and investigations of establishments and at the ports of entry, as well as through laboratory testing of products.

This performance audit sought to determine if BSJ was managing its resources efficiently and effectively, to ensure that its monitoring activities deliver maximum benefit in protecting consumers from substandard products. The audit revealed that BSJ could benefit from more efficient use of its resources, as inspection activities focused mainly on areas that posed minimal risks to consumers' health and safety. The audit also found that quality standards were not consistently reviewed and kept up-to-date to ensure continued applicability and relevance.

BSJ should consider for implementation, recommendations made in this report which aim to address weaknesses identified by the audit.

I wish to express my sincere thanks to the management and staff of BSJ for the cooperation and assistance given to my staff, during the audit. Thanks to all stakeholders who provided valuable insight on the impact of BSJ's core functions.



Pamela Monroe Ellis, FCCA, FCA, CISA
Auditor General

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What do stakeholders expect from BSJ?

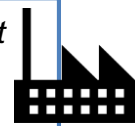
Consumers want a sense of assurance that BSJ's monitoring functions are effective and efficient in preventing the proliferation of substandard commodities.



Parliament needs to know that the operation of BSJ is effective and efficient in ensuring compliance with standards and regulations, in order to protect consumers.



Manufacturers and traders want to be assured that all products traded are subjected to scrutiny



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Executive Summary



Key Audit Question

Is BSJ executing its monitoring functions effectively and efficiently in order to fulfil its core responsibilities?

The core functions of BSJ include developing quality standards and monitoring for conformance. One of BSJ's main objectives is to protect consumers from substandard products in the domestic market, which may be harmful to their health and safety. BSJ's mandate and legal authority are clearly defined under the Standards Act, the Weights and Measurement Act, the Processed Food Act and other supporting Acts¹.

We conducted a performance audit to determine whether BSJ was efficiently and effectively, executing its monitoring functions and review of standards, in accordance with its mandate. The key findings of the audit are summarized below.

Key Findings

BSJ monitoring activities mainly focussed on conformance with labelling standards

1. To achieve the objective of protecting consumers from substandard products, BSJ's mandate requires inspection and testing of products, in the domestic market and at ports of entry. However, the evidence gleaned during our review suggests that BSJ may not have allocated its monitoring resources in a manner to maximise effectiveness.

Our review of BSJ's inspection reports and consumers' complaint log indicated that of 463 daily reports of inspections conducted in the domestic market in five parishes², between January 2013 and March 2016, there were only eight instances where the inspectors' comments indicated that the product did not fully comply with the labelling standards. Despite the fact that 40 per cent of complaints were related to processed foods, only 10 of the 34 inspectors (29 per cent) were allocated to this area. Twelve (35 per cent) of its 34 inspectors were assigned to examine products for conformance with labelling standards; whereas five (15 per cent) were responsible for legal metrology services³. The remaining seven (21 per cent) were assigned to Ocho Rios, Mandeville and Savanna-la-mar regional inspectorates and performed all three tasks namely compliance, food inspectorate and legal metrology.

¹ Customs Act, the Petroleum (Quality Control) Act, the Road Traffic Act and the Factories Act.

² Kingston and St Andrew, St. Thomas, Portland, Clarendon and St. Catherine

³ Testing of scales and gas nozzles

BSJ placed limited emphasis on testing for quality

2. BSJ conducted only limited testing of products for conformance with quality standards. From a sample of 82 monitoring reports at the ports of entry, we noted only seven instances in which products were taken for laboratory testing. From a sample of 214 monitoring reports in the domestic market, between April 2015 and March 2016, there were only two instances in which products were taken for laboratory testing. Accordingly, BSJ has limited assurance that products in the market place meet the required established standards.

Further, our review of consumer complaint logs revealed that 13 per cent of consumers' complaints were related to sub-standard tyres⁴. BSJ reported that while there was visual inspection of the tyres, the reports were inconclusive as it did not have the requisite machine to detect internal defects. In 2006, BSJ revised its standards, which specify tyre characteristics and the requirements for testing tyres⁵. However, BSJ is yet to acquire the necessary machine.

BSJ attributed the lack of the requisite equipment to inadequate financial resources but indicated that it had taken proactive steps to acquire such equipment under the World Bank Strategic Public Sector Transformation Project.

No significant improvement in testing of gas nozzles

3. BSJ's certification programme requires testing gas nozzles at service stations every six months, pursuant to the powers conferred under Section 17(1) of the Weights and Measures Act⁶. In a special audit report (May 6, 2004), we indicated that, as at January 2004, 2,873 gas nozzles had expired calibration certificates, ranging up to four years⁷. Our analysis of the evidence presented by BSJ during this audit suggests no significant improvement in the testing of gas nozzles when compared to the status in January 2004. BSJ's records showed that as at October 2016, there were 324 gas stations with a total of 3,551 nozzles. Of these, 1,161 nozzles (33 per cent) at 90 gas stations were up-to-date while 2,390 nozzles (67 per cent) at 232 gas stations had expired for periods over two years. No information was provided for two of the gas stations. BSJ is yet to fully implement our recommendation in 2004 to conduct regular testing of gas nozzles in order to better protect the public's interest.

⁴ Referred by the Consumer Affairs Commission (CAC)

⁵ JS269:1995 Standard - Revised 2006. The standards specify characteristics and the requirements for testing tyres

⁶ Section 17 (1) states that "An inspector may at any reasonable time enter any premises in which he reasonably believes any goods are bought or sold or any weighing or measuring equipment is kept to be used for trade and may, in those premises - (a) inspect and test any weighing or measuring equipment therein".

⁷ Special Audit conducted at the request of the Public Accounts Committee of the House of Representatives. Findings summarised in Paragraph 148 of the Auditor General's Department Annual Report for the year ended March 31, 2004.

BSJ was not proactive in identifying food processing establishments

4. Jamaica Standard Specification for Processed Food (General) states that “no person shall operate an establishment for processing food until it is registered with the Bureau and issued with a certificate of registration”⁸. However, in relation to its monitoring role, the evidence suggests that BSJ was less than proactive in identifying operators of food processing establishments. We noted that BSJ awaits request from these establishments in order to assess their level of compliance with its standards. BSJ’s records showed that 486 (65 per cent) of the 743 food processing establishments were registered; 220 (33 per cent) were not registered, 25 were recorded as closed at June 2016. The status of the other 12 was not recorded.

Conformance with Standards

5. Recognising the inherent conflict of interest in establishing and regulating its own standards, BSJ supported the separation of its Regulatory Division which was approved by Cabinet in July 2015, to establish the National Compliance and Regulatory Authority (NCRA). This separation was expected to enable greater focus by BSJ on developing standards to facilitate trade and development of industry, and ensure conformance with World Trade Organisation (WTO)/Technical Barriers to Trade (TBT) Agreement. To date, BSJ has reviewed only 40 of the 141 mandatory standards to ensure their continued applicability and reflection of evolving threats to consumers’ health and safety.

BSJ indicated that due to limited human resources and a change in priorities, the remaining standards were to be prioritized in its standards development work plan. BSJ also highlighted that given the limitation in testing equipment for 16 mandatory standards, these were recommended to be voluntary standards.

Monitoring with technology

6. To BSJ’s credit, a Job Management and Tracking System (JMITS) was acquired to record and monitor inspections and laboratory activities in the domestic market and ports of entry. However, BSJ did not utilise all the components of the software. BSJ only utilised the data entry functions; as the compliance connect interface to enable real time monitoring of inspectors’ activities was not implemented. Having regard to BSJ’s resource constraints the use of available technology should be instrumental to alleviate human resource constraints. Accordingly, BSJ did not obtain full value for \$11.2 million spent on a JMITS.

We noted that BSJ’s revenue was mainly utilised to meet recurrent expenditure, which comprised 78 per cent of total expenditure, of which staff costs accounted for 68 per cent, over the review period. Despite revenue exceeding total expenses in 2010/11, 2011/12, 2013/14 and 2014/15, expenses showed a faster increasing trend relative to revenue over the six-year review period. With limited funds available for capital expenditure, BSJ did not prioritise its financial resources to acquire the necessary technology to improve its efficiency in its core monitoring and product

⁸ JS 36: 1991 (Mandatory Quality Standard)

testing functions. Over the three-year period 2013/14 to 2015/16, BSJ budgeted \$186.3 million for capital expenditure to acquire equipment and other fixed assets. However, BSJ only spent \$92.5 million (50 per cent) to acquire plant and equipment.

BSJ reported that a decision was taken to postpone further development of the software, pending the implementation of an ICT project by a multilateral financial institution.

Recommendations

1. BSJ should undertake an enterprise wide risk assessment and management to ensure that resources are appropriately matched with risk levels which may be influenced by both legislative and behavioural factors.
2. BSJ should adhere to its schedule for testing gas nozzles as recommended in our 2004 audit report.

Part One

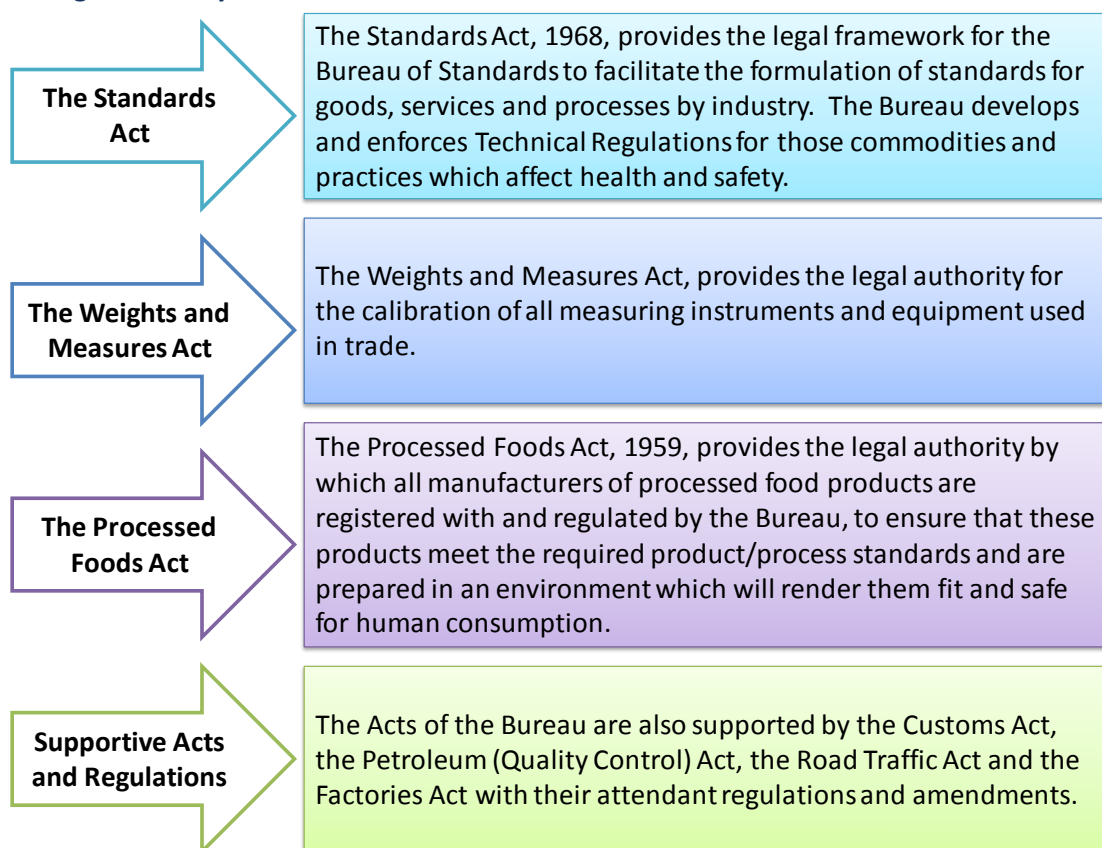
Introduction

Statutory mandate and role of Bureau of Standards Jamaica (BSJ)

1.1 The Bureau of Standards Jamaica (BSJ) is a statutory body established by the Standards Act (1969). The main functions of the Bureau comprise the provision of services in relation to standard development, monitoring for compliance and enforcement activities. Integral to these functions is the protection of consumers from substandard products by providing standardization, metrology and regulatory services.

1.2 BSJ developed national standards, which are aligned with regional and international standards, to improve the quality of local products; and, to satisfy the requirements of export markets. The development and implementation of quality standards are also necessary for the protection of consumers and the environment. BSJ's mandate and legal authority are clearly defined under various Acts as outlined in **Figure 1**.

Figure 1 Legal authority of the Bureau of Standards Jamaica



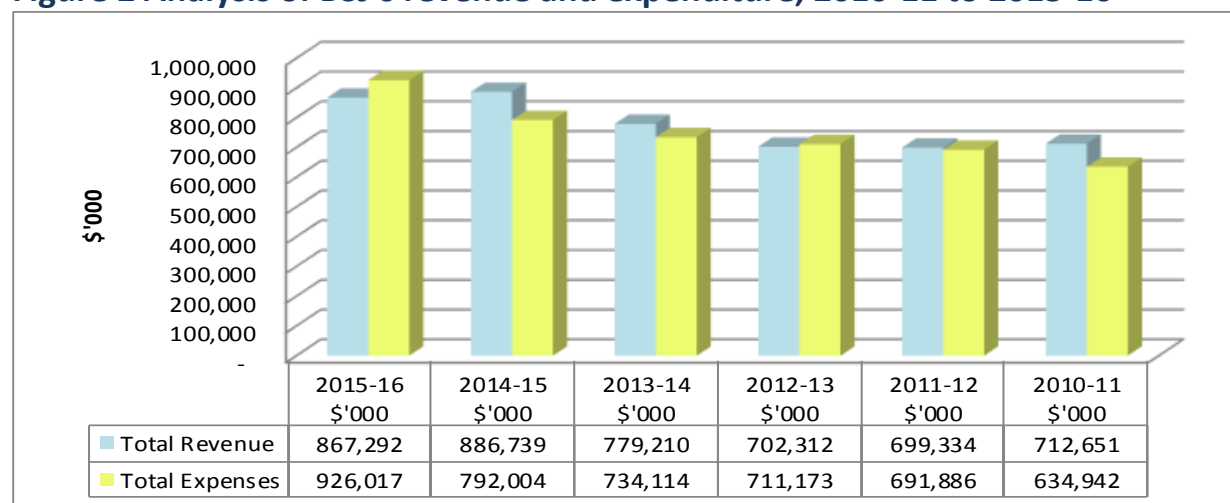
Source: Bureau of Standards Jamaica (BSJ)

Source of Funding for BSJ

1.3 BSJ's major source of income is the Standard Compliance Fee (SCF), which is collected at the ports of entry by Jamaica Customs Agency (JCA) in accordance with the Standards Act (Amendment) Regulations, 1999⁹. The SCF is levied on importers and represents 0.3 per cent of the cost, insurance and freight (CIF) value of commodities imported (excluding household effects, raw materials and capital goods)¹⁰.

1.4 Over the six-year period 2010/11 to 2015/16, the SCF paid over to BSJ, amounted to \$3.9 billion, representing approximately 84 per cent of BSJ's total revenue. Income from SCF increased over the period, moving from \$540 million for 2010 to \$701 million for 2016. BSJ's expenditure over the period amounted to \$4.5 billion. Despite the fact that total revenue exceeded total expenditure in four of the six years, that is, 2010/11, 2011/12, 2013/14 and 2014/15, expenses showed a faster increasing trend relative to revenue over the six-year review period (**Figure 2**).

Figure 2 Analysis of BSJ's revenue and expenditure, 2010-11 to 2015-16



Source: BSJ's Audited Financial Statements 2010-11 to 2015-16

Audit rationale, scope and methodology

1.5 In recent years, there have been complaints regarding the poor quality of goods in the market place. We conducted a performance audit, covering the financial years, 2010/11 to 2015/16, to determine whether BSJ was efficiently and effectively, executing its monitoring functions and review of standards, in accordance with its mandate. Our assessment was based on the review of internal and

⁹ BSJ collected other fees for testing and calibration services from manufacturers, food processors and other traders of goods.

¹⁰ The amount due and payable to BSJ is 87.3 per cent of the gross Compliance Fee as there is a three per cent charge deducted by Jamaica Customs and a further 10 percent deduction payable to the Jamaica National Agency for Accreditation (JANAAC).

external documents, interviews with senior management and staff, observations and analysis of information provided by BSJ. We also obtained the views of stakeholders during a focus group discussion and conducted a survey of selected retailers. Our audit was planned and conducted in accordance with the Government Auditing Standards, which are applicable to Performance Audit and issued by the International Organization of Supreme Audit Institutions (INTOSAI).

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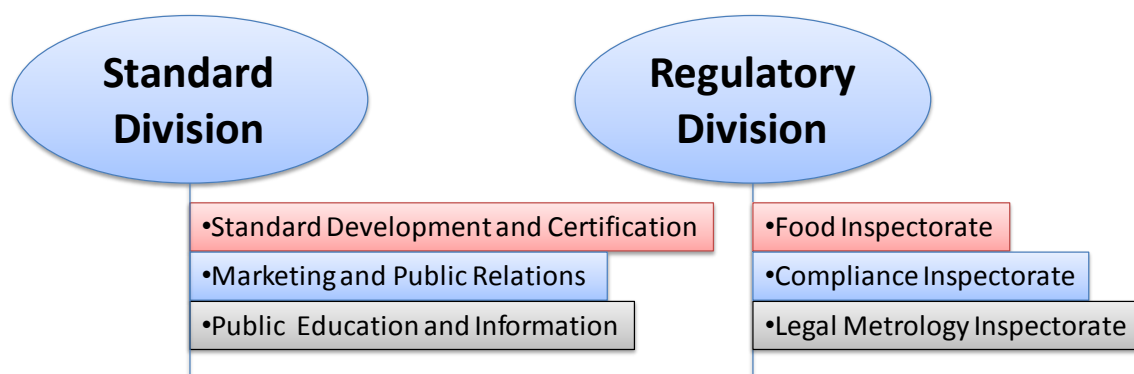


Part Two

Monitoring Activities

2.1 BSI's core functions are executed through its Standard and Regulatory divisions (**Figure 3**). The Standard Division is responsible for facilitating the timely development, promulgation and implementation of national and regional standards for goods, services, processes and practices.

Figure 3 BSI's Standard and Regulatory Divisions



Source: AuGD analysis of BSI's Organisational Chart

2.2 Recognising the inherent conflict of interest with BSI setting and regulating its own standards, Cabinet approved, in July 2015, the separation of the Regulatory Division to establish the National Compliance and Regulatory Authority (NCRA)¹¹. Cabinet gave approval for a medium-term review of the legislative enactment and amendments required to establish an independent regulatory authority and that the portfolio Ministry should monitor and evaluate the efficacy of the arrangement over a period of 18 months. NCRA, which became operational in January 2016, has responsibility for registering processed food establishments, inspecting goods at the ports of entry and in the domestic market for compliance, and regulating for metrology.

Monitoring activities mainly focussed on conformance with labelling standards

2.3 To achieve the objective of protecting consumers from substandard products, BSI's mandate requires inspection and testing of products, in the domestic market and at the ports of entry. However, the evidence gleaned during our review suggests that BSI may not have allocated its monitoring resources in a manner to maximise effectiveness.

¹¹ Cabinet Decision No. 27/15, dated July 13, 2015.

2.4 Our review of BSJ's inspection reports and consumers' complaint log indicated that, of 463 daily reports of inspections conducted in the domestic market in five parishes¹², between January 2013 and March 2016, there were only eight instances where the inspectors' comments indicated that the product did not fully comply with the labelling standards. Despite the fact that 40 per cent of complaints were related to processed foods (**Figure 4**), only 10 of the 34 inspectors (29 per cent) were allocated to this area. Twelve (35 per cent) of its 34 inspectors were assigned to examine products for conformance with labelling standards; whereas five (15 per cent) were responsible for legal metrology services¹³. The remaining seven inspectors (21 per cent) were assigned to Ocho Rios, Mandeville and Savanna-la-mar regional inspectorates and performed all three tasks namely: compliance, food inspectorate and legal metrology.

Figure 4 BSJ's consumer complaints log

Types of Complaints	Total	Percentage
Processed foods	40	40%
Labels	3	3%
Tyres	13	13%
Furniture/ Appliance	12	12%
Concrete block	1	1%
Pre concrete mixture	8	8%
Tissue	1	1%
Gas station	9	9%
Other	13	13%
TOTAL	100	100%

Source: BSJ's complaints log

Limited emphasis on testing for quality

2.5 BSJ conducted only limited testing of products for conformance with quality standards. From a sample of 82 monitoring reports at the ports of entry, we noted only seven instances in which products were taken for laboratory testing. From a sample of 214 monitoring reports in the domestic market, between April 2015 and March 2016, there were only two instances in which products were taken for laboratory testing. Accordingly, BSJ has limited assurance that products in the market place meet the required established standards.

¹² Kingston and St Andrew, St. Thomas, Portland, Clarendon and St. Catherine

¹³ Testing of scales and gas nozzles

No significant improvement in testing of gas nozzles

2.6 BSJ certification programme requires testing gas nozzles at service stations every six months, pursuant to the powers conferred under Section 17(1) of the Weights and Measures Act¹⁴. In a special audit report (May 6, 2004), we indicated that, as at January 2004, 2,873 gas nozzles had expired calibration certificates, ranging up to four years¹⁵. Our analysis of the evidence presented by BSJ during this audit suggests no significant improvement in the testing of gas nozzles when compared to the status in January 2004. BSJ's records showed that as at October 2016, there were 324 gas stations with a total of 3,551 nozzles. Of these, 1,161 nozzles (33 per cent) at 90 gas stations were up-to-date while 2,390 (67 per cent) at 232 gas stations had expired for periods over two years. No information was provided for two of the gas stations.

Figure 5 Analysis of expired gas nozzles as at October 2016

Period	Number of Gas Stations	Number of Nozzles	Percentage
<1 month	22	251	9%
01 to 12 months	93	1,004	40%
13 to 24 months	50	532	22%
25 months and over	67	603	29%
Total	232	2,390	100%

Source: AuGD analysis

2.7 The former Permanent Secretary, Ministry of Commerce, Science and Technology advised the Public Accounts Committee (PAC) of the Houses of Representatives (November 22, 2005) that "Poorly calibrated pumps may deliver less or more gas than expected so it is in the interest of both the public and gas station operators to have pumps tested and certified." BSJ is yet to fully implement our recommendation in 2004 to conduct regular testing of gas nozzles in order to better protect the public's interest.

BSJ unable to test pneumatic tyres for internal defects

2.8 BSJ did not have the necessary technology to facilitate certain technical assessment. For example, BSJ's inspection of pneumatic tyres was restricted to checks for conformance with labelling standards and visual inspection. Tests for internal defects could not be undertaken to ensure conformance with its own standards, due to the lack of the required machine¹⁶. BSJ is yet to acquire the necessary machine.

¹⁴ Section 17 (1) states that "An inspector may at any reasonable time enter any premises in which he reasonably believes any goods are bought or sold or any weighing or measuring equipment is kept to be used for trade and may, in those premises - (a) inspect and test any weighing or measuring equipment therein".

¹⁵ Special Audit conducted at the request of the Public Accounts Committee of the House of Representatives. Findings summarised in Paragraph 148 of the Auditor General's Department Annual Report for the year ended March 31, 2004.

¹⁶ Revision of JS269:1995 Standard

2.9 Our review of consumer complaint logs revealed that 13 per cent of consumers' complaints were related to sub-standard tyres¹⁷ (**Figure 4**). BSJ reported that while there was visual inspection of the tyres, the reports were inconclusive as it did not have the requisite machine to detect internal defects.

BSJ attributed the lack of the requisite equipment to inadequate financial resources but indicated that it had taken proactive steps to acquire the requisite equipment under the World Bank Strategic Public Sector Transformation Project.

BSJ was not proactive in identifying food processing establishments

2.10 Jamaica Standard Specification for Processed Food (General) states that “no person shall operate an establishment for processing food until it is registered with the Bureau and issued with a certificate of registration”¹⁸. However, in relation to its monitoring role, the evidence suggests that BSJ was less than proactive in identifying operators of food processing establishments. We noted that BSJ awaits request from these establishments in order to assess their level of compliance with its standards. BSJ's records showed that 486 (65 per cent) of the 743 food processing establishments were registered; 220 (33 per cent) were not registered, 25 were recorded as closed at June 2016. The status of the other 12 was not recorded.

2.11 Based on our visit to seven retail outlets in Kingston and Portmore, we found that manufacturers for 35 of 44 processed foods were included in BSJ catalogue (June 2016). The other nine manufacturers were not listed in the catalogue, which suggested that these establishments were not inspected by BSJ for registration. Processed food establishments are required to demonstrate ongoing compliance with prescribed requirements under the Processed Food Act, in order to maintain registered status. Section 3(1) of the Processed Food Act requires all food processing establishments to adhere to prescribed requirements and conditions, in order to give assurance that their facilities and processes meet quality standards¹⁹ (**Appendix 1**).

2.12 BSJ's procedures require that an initial risk assessment should be conducted once the Certificate of Registration is issued to food processing establishments, to determine the frequency of inspections²⁰ **Appendix 2**. BSJ conducted risk assessments for 372 of 486 registered food processing establishments. We selected 31 establishments which were assessed as medium to high risk. As a consequence of the medium to high risk ranking, and in keeping with BSJ's policy, these 31 establishments should have been subjected to 559 inspections between 2013 and 2016 based on the period of registration. However, BSJ only conducted 76 (14 per cent) of these inspections (**Appendix 3**).

2.13 BSJ issued notices outlining the reasons for non-registration and granting time to the operators of the establishment to correct the breaches. However, we found no evidence that other enforcement actions were taken, although the establishments continued to operate.

¹⁷ Referred by the Consumer Affairs Commission (CAC)

¹⁸ JS 36: 1991 (Mandatory Quality Standard)

¹⁹ Section 3 (1) of the Processed Food Act states, “No person shall operate an establishment unless it is registered in such manner and subject to such requirements and conditions as shall be prescribed.”

²⁰ Quality Environmental Management System Procedures

Review of quality standards for continued relevance

2.14 BSJ has not reviewed a large number of mandatory standards within the five-year period stipulated in its policy. Periodic review is necessary to update standards to ensure their continued applicability and reflection of evolving threats to consumers' health and safety. BSJ did not review 104 of the 141 mandatory standards within the stipulated period²¹. Twenty-eight of 36 food standards and eight of 16 standards for building materials were not reviewed for periods up to 39 years (**Figure 6**). The delay in reviewing standards undermines the effectiveness of inspections, which are dependent on up-to-date quality standards.

Figure 6 Analysis of BSJ's standards review

Standard Category	No. Of mandatory standards by category	No. of current standards	No. of Standards over five years	Age range of Standards over five years (yrs.)
Animal Feeds	7	2	5	16 - 22
Building and Associated Materials	16	8	8	8 - 32
Cosmetics	1	0	1	24
Engineering – Electrical	24	1	23	16 - 32
Engineering – Mechanical	14	7	7	10 - 42
Foods	36	8	28	6 - 39
Labelling	28	4	24	6 - 39
Wines and Spirits	3	0	3	8 - 24
Miscellaneous	8	3	5	6 - 31
Total	137	33	104	

Source: AuGD analysis of BSJ's data and files

BSJ indicated that due to limited human resources and a change in priorities, the remaining standards were to be prioritized and placed on a list and added to its standards development work plan for review. BSJ further explained that the local standards development process took approximately two years; and in the food category there are thirty-six (36) outdated standards for which the following applies:

- Eight (8) are Regional Standards (revision process is initiated in the region by CARICOM Regional Organization for Standards and Quality).
- Three (3) are currently being revised
- Four (4) will be withdrawn on repeal/revision of the Processed Foods Act
- One (1) will be withdrawn based on the establishment of Geographical Indication.

²¹ BSJ's procedure for the development and promulgation of quality standards required that "a systematic review is undertaken approximately five years after the publication date of a standard" and that the revision process should not take more than two years and seven months to be completed. The procedure also stated that a review may be undertaken at shorter intervals, where necessary, to keep up with changes in requirement or when there is a valid request for review of specific standards by stakeholders.

Monitoring with Technology

2.15 To BSJ's credit, a Job Management and Tracking System (JMTS) was acquired to record and monitor inspections activities in the domestic market and ports of entry. However, BSJ did not utilise all the components of the software. BSJ only utilised the data entry functions; as the compliance connect interface to enable real time monitoring of inspectors' activities was not implemented. Having regard to BSJ's resource constraints, the use of available technology should be instrumental to alleviate human resource constraints. Accordingly, BSJ did not obtain full value for \$11.2 million spent on a JMTS.

BSJ acknowledged that:

The current use of the JMTS represents only a fraction of what it was both intended for and has the ability to do" and indicated that a decision was taken to postpone further development of the software, pending the implementation of an ICT project by a multilateral financial institution.

2.16 We noted that BSJ's revenue was mainly utilised to meet recurrent expenditure, such as staff costs, utilities and repairs and maintenance²², which comprised 78 per cent of total expenditure, over the period 2010/11 to 2015/16. As a consequence, limited funds were allocated to capital expenditure. BSJ budgeted \$186.3 million between 2013/14 to 2015/16, for capital expenditure to acquire equipment and other fixed assets. Total expenditure over the period amounted to \$4.5 billion, of which only \$92.5 million was spent to acquire plant and equipment.

²² Relates to motor vehicles, building, furniture and equipment

Appendices

Appendix 1 Requirements and conditions for registration

-
- a. the construction and layout of buildings and structures and plant and equipment;
 - b. the cleanliness, lighting and ventilation;
 - c. the provision of adequate supplies of water of safe and sanitary quality;
 - d. the screening of the doors, windows and other openings of to prevent the entry of insects, birds and animals;
 - e. the provision of adequate lavatory, washing and dressing room facilities for the employees;
 - f. the provision of adequate facilities for the prompt disposal of refuse
 - g. the provision of adequate drainage facilities
 - h. the proper location of lavatories, sinks and cesspools so as not to permit odours and fumes there-from to pervade any room or other place where food is prepared, stored or kept;
 - i. the provision of adequate facilities for the thorough cleaning of plant, equipment and utensils in such establishments;
-

Source: Section 3(1) of the Processed Food Act

Appendix 2 Risk Categorization for processed food establishments

	Risk Category	Priority Number	Minimum Inspection Frequency per year
C	High	61-100	12
B	Medium	31-60	6
A	Low	0-30	2

High Risk Establishment: An establishment which represents a high level of risk to the population and based on the evaluation of the nine risk factors provided in the Risk Profile Assessment, carries a priority number in the range 61 – 100.

Moderate/Medium Risk Establishment: An establishment which represents a moderate level of risk to the population and based on the evaluation of the nine risk factors provided in the Risk Profile Assessment, carries a priority number in the range 31 – 60.

Low Risk Establishment: An establishment which represents a low level of risk to the population and based on the evaluation of the nine risk factors provided in the Risk Profile Assessment, carries a priority number in the range 0 – 30.

Source: BSJ's Quality Environmental Management System Procedure

Appendix 3 Analysis of routine and registration inspection for food processing establishments

No	Period of Registration	Status	Registration Inspection	Routine Inspection		
				Standard	Actual	Variance
1	October 31, 2013-August 31, 2014	Registered	-	10	-	(10)
	September 1, 2014-August 31, 2015	Unregistered	3	-	-	-
	September 1, 2015-August 31, 2016	Unregistered	1	-	-	-
2	November 29, 2013- November 28, 2014	Registered	-	12	-	(12)
	November 29, 2014- November 28, 2015	Unregistered	2	-	-	-
	November 29, 2015- August 31, 2016	Unregistered	2	-	-	-
3	August 11, 2014-August 10, 2015	Registered	-	12	2	(10)
	August 11, 2015-January 6, 2016	Unregistered	3	-	-	-
	January 7, 2016 -January 6, 2017	Registered	-	5	-	(5)
4	September 13, 2013- August 31, 2014	Registered	-	11	-	(11)
	September 13, 2014- August 31, 2015	Unregistered	0	-	-	-
	October 7, 2016- August 31, 2016	Registered	-	10	-	(10)
5	Not been registered from 2013-Present	Unregistered	5	-	-	-
6	May 17, 2013-May 16, 2014	Registered	-	12	-	(12)
	May 17, 2014-December 3, 2015	Unregistered	3	-	-	-
	December 4, 2015-December 3, 2016	Registered	-	12	-	(12)
7	February 24, 2013-February 23, 2014	Unregistered	5	-	-	-
	February 24, 2015-February 23, 2016	Unregistered	7	-	-	-
	February 24, 2016-February 23, 2017	Registered	-	4	-	(4)
8	January 7, 2013- January 6, 2014	Registered	-	12	5	(7)
	January 7, 2014-September 4, 2014	Unregistered	3	-	-	-
	September 5, 2014-September 4, 2015	Registered	-	12	2	(10)
	January 7, 2016- January 6, 2017	Registered	-	5	1	(4)
9	Not registered from 2013- 2014	Unregistered	0	-	-	-
	March 24, 2015-March 23, 2016	Registered	-	12	3	(9)
10	April 8, 2013-April 7, 2014	Registered	-	12	2	(10)
	April 8, 2014- January 19, 2015	Unregistered	2	-	-	-
	January 20, 2015-January 19, 2016	Registered	-	12	1	(11)
11	Not registered from 2013-Present	Unregistered	3	-	-	-
12	February 4, 2014-August 31, 2014	Registered	-	7	1	(6)
	February 4, 2015-August 31, 2015	Registered	-	7	2	(5)
	February 4, 2016-August 31, 2016	Unregistered	1	-	-	-
13	Not registered from 2013-Present	Unregistered	3	-	-	-
14	November 20, 2013-August 31, 2014	Registered	-	10	4	(6)
	November 20, 2014 August 31, 2015	Unregistered	2	-	-	-
	November 20, 2015 August 31, 2016	Unregistered	2	-	-	-
15	August 31, 2013-August 30, 2014	Unregistered	1	-	-	-
	August 31, 2014-August 30, 2015	Unregistered	3	-	-	-
	August 31, 2015-August 30, 2016	Registered	-	12	1	(11)
16	May 7, 2013-May 6, 2014	Registered	-	12	-	(12)
	May 6, 2014- December 9, 2015	Unregistered	4	-	-	-
	December 10, 2015-December 9, 2016	Registered	-	6	1	(5)
17	January 2013 – December 2013	Unregistered	2	-	-	-
	January 2014 to February 2015	Registered	-	12	2	(10)
	March 2015 to April 2015	Unregistered	2	-	-	-
	May 2015 to May 2016	Registered	-	12	5	(7)
18	May 8, 2013 - May 7, 2014	Registered	-	12	1	(11)

No	Period of Registration	Status	Registration Inspection	Routine Inspection		
				Standard	Actual	Variance
	June 2014 – March 2016	Unregistered	1	-	-	-
	April 8, 2016 - April 7, 2017	Registered	-	3	2	1
19	April 2013 –April 2014	Registered	-	12	-	(12)
	May 2014 – November 2015	Unregistered	0	-	-	-
	January - June 2016	Unregistered	0	-	-	-
20	August 7, 2014 – August 6, 2015	Registered	-	12	-	(12)
	September 2015 – November 29, 2015	Unregistered	2	-	-	-
	November 30, 2015 – November 29, 2016	Registered	-	7	0	(7)
21	May 28, 2013 – May 27, 2014	Registered	-	12	5	(7)
	June 2014 – January 2015	Unregistered	1	-	-	-
	February 12, 2015 – February 11, 2016	Registered	-	12	-	(12)
22	February 2013 – August 2014	Unregistered	4	-	-	-
	September 10, 2014 – September 9, 2015	Registered	-	12	5	(7)
	October 2015 – June 2016	Unregistered	2	-	-	-
23	April 2012 - April 2013	Registered	-	12	1	(11)
	May 2013 – October 2013	Unregistered	1	-	-	-
	November 20,2013 – November 19, 2014	Registered	-	12	3	(9)
	December 2014 – May 2016	Unregistered	1	-	-	-
	June 2016 - June 2017	Registered	-	1	1	0
24	August 9, 2013 – August 8, 2014	Registered	-	12	1	(11)
	September 15, 2014 - September 14, 2015	Registered	-	12	1	(11)
	October 2015 - December 2015	Unregistered	0	-	-	-
	January 2016 -January 2017	Registered	-	6	1	(5)
25	July 22, 2013 - July 21, 2014	Registered	-	12	3	(9)
	August 2014 – October 2014	Unregistered	0	-	-	-
	November 13, 2014 – November 12, 2015	Registered	-	12	1	(11)
	December 15, 2015- December 14, 2016	Registered	-	7	1	(6)
26	June 5, 2013 – June 4, 2014	Registered	-	12	3	(9)
	June 5, 2014 – February 2016	Unregistered	4	-	-	-
	March 16, 2016 – March 17, 2017	Registered	-	4	1	(3)
27	May 7, 2013 – May 6, 2014	Registered	-	12	3	(9)
	June 10, 2014 - June 9, 2015	Registered	-	12	3	(9)
	July 2015 – June 2016	Unregistered	0	12	3	(9)
28	September 13, 2013 – August 31, 2014	Registered	-	12	-	(12)
	September 10, 2014 – August 31, 2015	Registered	-	12	1	(11)
	August 12, 2015 - August 31, 2016	Registered	-	12	-	(12)
29	January 2013 – February 2014	Unregistered	0	-	-	-
	May 2, 2014 – May 1, 2015	Registered	-	12	1	(10)
	May 26, 2015 - May 25, 2016	Registered	-	12	1	(11)
30	January 2013 – May 2014	Unregistered	1	-	-	-
	June 10, 2014 – August 31, 2015	Registered	-	12	-	(12)
	September 2015 – February 2016	Unregistered	1	-	-	-
	March 7, 2016 – August 31, 2016	Registered	-	12	-	(12)
31	January 2013 – April 2014	Unregistered	3	-	-	-
	May 7, 2014 – May 6, 2015	Registered	-	12	1	(11)
	30/12/2015 to 29/12/2016	Registered	-	12	1	(11)
			80	559	76	(483)