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ENERGY EFFICIENCY GUIDELINES FOR MANUFACTURERS, IMPORTERS AND RETAILERS OF REGULATED ELECTRICAL APPLIANCES

2023

| Securing Ghana's Future Energy Today

PREFACE

As part of the objectives and functions of the Energy Commission (Commission), the Commission has the responsibility of promoting energy efficiency and productive uses of electricity and natural gas. As a result of this mandate, the Commission over the years has taken measures to promote a mandatory appliance Standard and Labelling (S&L) regime in the country. The main objective of the S&L regime is to promote the efficient use and conservation of energy in the country and mitigate related climate change. Additionally, it provides the customer or consumer with an informed choice concerning energy-saving and thus the cost-saving of the relevant promoted appliance. Under this regime, manufacturers, importers and retailers in regulated electrical appliances are required to manufacture, import and sell only products that comply with the energy efficiency performance standards, energy efficiency labelling requirements, and registration of the appliances or products by the Commission.

In addition, the Energy Commission Act 1997 (Act 541) allows for regulations to be enacted on the conservation of electricity which provides the regulatory framework for the enforcement of energy efficiency standards in the country. Towards that end, the Energy Efficiency Inspection and Enforcement Section (EEI&E) of the Renewable Energy and Energy Efficiency Directorate (REEED) provides for compliance monitoring, enforcement and market transformation with the main objective of reducing the energy intensity of the Ghanaian economy.

To ensure that regulated electrical appliances that are manufactured in or imported into or sold in the country meet the standards established in the regulations, the Commission has prepared these guidelines for manufacturers, importers, and retailers to facilitate compliance with the relevant regulations. It has also undertaken the publication of regulated electrical appliances and products that meet the Minimum Energy Performance Standards into a product database which the public can access.

This publication is available on our website www.energycom.gov.gh.

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1.0 INTRODUCTION

As part of the objectives and functions of the Energy Commission, the Commission has the responsibility of promoting energy efficiency and productive usage of electricity and natural gas. In line with this responsibility, the Commission has over the years taken measures to promote a mandatory appliance standard and labelling regime. Under this regime, manufacturers, importers and retailers of regulated electrical appliances are required to manufacture, import and sell only products that meet minimum energy efficiency performance standards. Additionally, they are to ensure that, these regulated electrical appliances are labelled according to the relevant Standards and Labelling Regulation and registered in the Appliance Efficiency database.

1.1 Standards & Labeling (S&L) Programme

The main objective of the S&L programme is to provide confidence to the consumer in the types of regulated electrical appliances on the market, as well as the energy consumption efficiency of each appliance, to guide the consumer in the decision-making process. The S&L programme educates the general public by focusing on the visible display of regulated appliances' energy efficiency labels which indicate parameters such as volume, capacity, energy consumption and corresponding star ratings.

Without the standards and labels, implementing and enforcing energy efficiency performance standards and indicating appliance performance cannot be achieved. It is a cost-effective policy tool, which provides consumers with information to make informed decisions in purchasing electrical appliances. The S&L programme has been developed in a collaborative and harmonized approach, using the Quadruple-helix Analytical Framework which identifies four key sectors of society: government, academia, industry and public/media that drive energy efficiency knowledge and innovations.

1.1.1 Standards

Standards are used as benchmarks to prescribe the energy efficiency performance of regulated electrical appliances manufactured, imported or sold in a country. These set the minimum level and test protocol used in estimating the efficiency of the regulated electrical appliances.

Standards such as the Ghana Standard (GS), International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC) have been used in the relevant regulations listed under paragraph 1.1.2.

1.1.2 Regulations

The under-listed regulations are legal frameworks that refer to enforceable standards. They set the minimum performance of the eligibility of the appliance entry into the market based on the test protocols.

- (a) L.I 2353 Energy Commission (Energy Efficiency Standards and Labelling) (**Light Emitting Diodes and Self-Ballasted Fluorescent Lamps**) Regulations, 2017
- (b) LI 2441 Energy Commission (Energy Efficiency Standards and Labelling) (**Refrigerating Appliances**) Regulations, 2022
- (c) LI 2443 Energy Commission (Energy Efficiency Standards and Labelling) (**Clothes Washing Machines**) Regulations, 2022
- (d) LI 2444 Energy Commission (Energy Efficiency Standards and Labelling) (**Industrial Fans**) Regulations, 2022
- (e) LI 2445 Energy Commission (Energy Efficiency Standards and Labelling) (**Rice Cookers**) Regulations, 2022
- (f) LI 2446 Energy Commission (Energy Efficiency Standards and Labelling) (**Computers**) Regulations, 2022
- (g) LI 2447 Energy Commission (Energy Efficiency Standards and Labelling) (**Set-Top Boxes**) Regulations, 2022
- (h) LI 2448 Energy Commission (Energy Efficiency Standards and Labelling) (**Ventilating Fans**) Regulations, 2022
- (i) LI 2449 Renewable Energy (Standards and Labelling) (**Solar Panels**) Regulations, 2022
- (j) LI 2450 Energy Commission (Energy Efficiency Standards and Labelling) (**Microwave Ovens**) Regulations, 2022
- (k) LI 2451 Energy Commission (Energy Efficiency Standards and Labelling) (**Storage Water Heaters**) Regulations, 2022
- (l) LI 2452 Renewable Energy (Standards and Labelling) (**Renewable Energy Batteries**) Regulations, 2022
- (m) LI 2453 Energy Commission (Energy Efficiency Standards and Labelling) (**Public Lighting**) Regulations, 2022
- (n) LI 2455 Energy Commission (Energy Efficiency Standards and Labelling) (**Television Sets**) Regulations, 2022
- (o) LI 2456 Energy Commission (Energy Efficiency Standards and Labelling) (**Electric Motors**) Regulations, 2022

- (p) LI 2457 Energy Commission (Energy Efficiency Standards and Labelling) (**Electric Kettles**) Regulations, 2022
- (q) LI 2458 Energy Commission (Energy Efficiency Standards and Labelling) (**Air conditioners**) Regulations, 2022
- (r) LI 2459 Energy Commission (Energy Efficiency Standards and Labelling) (**Distribution Transformers**) Regulations, 2022
- (s) LI 2460 Energy Commission (Energy Efficiency Standards and Labelling) (**Comfort Fans**) Regulations, 2022
- (t) LI 2461 Renewable Energy (Standards and Labelling) (**Inverters**) Regulations, 2022

1.1.3 Labels

Energy efficiency labels are information displayed on manufactured appliances that indicate the energy performance of the appliance. The labels serve as a guide to influence the decision of consumers in their choice of electrical appliances. Additionally, labels serve as a benchmark for selecting electrical appliances for incentive programmes such as rebates, procurement programmes, etc. Labels are effective in providing information on energy efficiency and market competition of appliances. Ghana has adopted the mandatory labelling of regulated appliances which allows comparison of different brands and models.

In Ghana, the Standard and Labelling (S&L) Programme operates on a model in which the manufacturer provides, as prescribed in the legislative instrument, information on the energy efficiency of the appliance on the label. A star rating scale, ranging from 1 to 7 stars, where more stars means higher efficiency when compared to other models of a similar size and features. The label shall include a QR code which will be generated after the appliance has been approved and updated in the product registration database.

2.0 REGISTRATION OF APPLIANCE BRANDS/TRADEMARK AND MODELS

A manufacturer, an importer or a retailer of a regulated appliance shall participate in the programme by registering with the Commission and shall also register the brand, trademark and model of the registered appliance. The following information on the registration procedure for the S&L Programme is available on the Commission's web portal:

- (a) Schedule/Regulation for the respective appliances;
- (b) Procedure for registering brands/trademark and models;
- (c) List of documents required to be submitted along with the application; and
- (d) Applicable fees for registering models.

The manufacturer, the importer and the retailer shall apply online by submitting soft copies of the completed application forms and reports through a designated email address (eeereport@energycom.gov.gh) or the application portal on the Commission's website and subsequently submit hard copies of the application to the Executive Secretary of the Commission. The manufacturer, the importer and the retailer shall strictly follow the procedures indicated below:

- (a) All the documents submitted to the Commission (both hard copy and soft copy) must be duly signed and stamped by the authorised signatory in original; and
- (b) All the documents must be submitted in the given sequence as stipulated in sections 2.1.1 and 2.1.2 and shall be filed properly,

2.1 Process for Registration

2.1.1 Company Registration

A manufacturer, an importer or a retailer of regulated appliances shall register electronically through a designated email address (eeereport@energycom.gov.gh) or the application portal available on the Commission's website. Subsequently, the manufacturer, the importer or the retailer shall register for each registered electrical appliance the brand or trademark and the model under section 2.1.2.

An applicant shall subsequently submit hard copies of the application along with all the supporting documents specified in 2.0 above, to the Commission following:

- i. Trademark certificate see **Appendix 1**;
- ii. Covering Letter or
- iii. Name and authorised Signatory Letter

The hard copy documents shall be sent to the following address:

The Executive Secretary,
Ghana Energy Commission,
Ghana Airways Avenue
Airport Residential Area
PMB, Ministries Post Office
Accra, Ghana

2.1.2 Appliance Brand, Trademark and Model Registration

The manufacturer, the importer or the retailer shall apply online to register the brand/trademark and the model of the registered electrical appliance as per the prescribed format (please see **Appendix 1: Covering Letter format for Applications of brands/trademarks and model registration**), along with the list of documents and a non-refundable application and registration fees as stipulated in Table 2 for each model shall be made. Payment of these fees can be made by a banker's draft payable to the Commission. The manufacturer, the importer or the retailer shall also be required to provide **hard copies** of these documents to the Commission as per the procedure below:

- (a) A cover letter on the organization letterhead as per the prescribed format for a new application (please see **Appendix 1: Covering Letter format for Applications of brand and model registration**).
- (b) Bankers' draft or receipt of payment per each model being requested for approval shall be provided.
- (c) A soft copy of the application is duly stamped, signed and submitted online.
- (d) Original Test report, providing the energy efficiency performance value, from a **third-party accredited laboratory together with other relevant documents**. The

manufactured electrical appliance shall conform to the relevant standards and regulations and the validity of such a test report shall not be more than three years. The values of the test results shall be submitted as per the prescribed format specified in the respective standards. The applicant must submit a declaration letter or product identification declaration (PID) from the original equipment manufacturer (OEM) family models (please see **Appendix 2: Declaration/conformity letter for the family of models**).

The Commission shall assess the application and once approved shall authorise the applicant to affix the energy efficiency star label or Minimum Energy Performance Standard (MEPS) label on the registered appliance. The Adobe Illustrator (AI) version of the label design shall be provided by the Commission. Additionally, a link to the registered model will be provided to the manufacturer to enable the manufacturer to generate a QR code to be added to the label design.

After approval of permission to affix the label on the electrical appliance, the manufacturer shall:

- (a) Print and affix the label designed and approved by the Commission; and
- (b) Ensure the availability of the registered model in the market for at least one year.

The process of obtaining the Certificate of Approval (COA) and the star-rating application process is summarized in Figure 2.1 below.

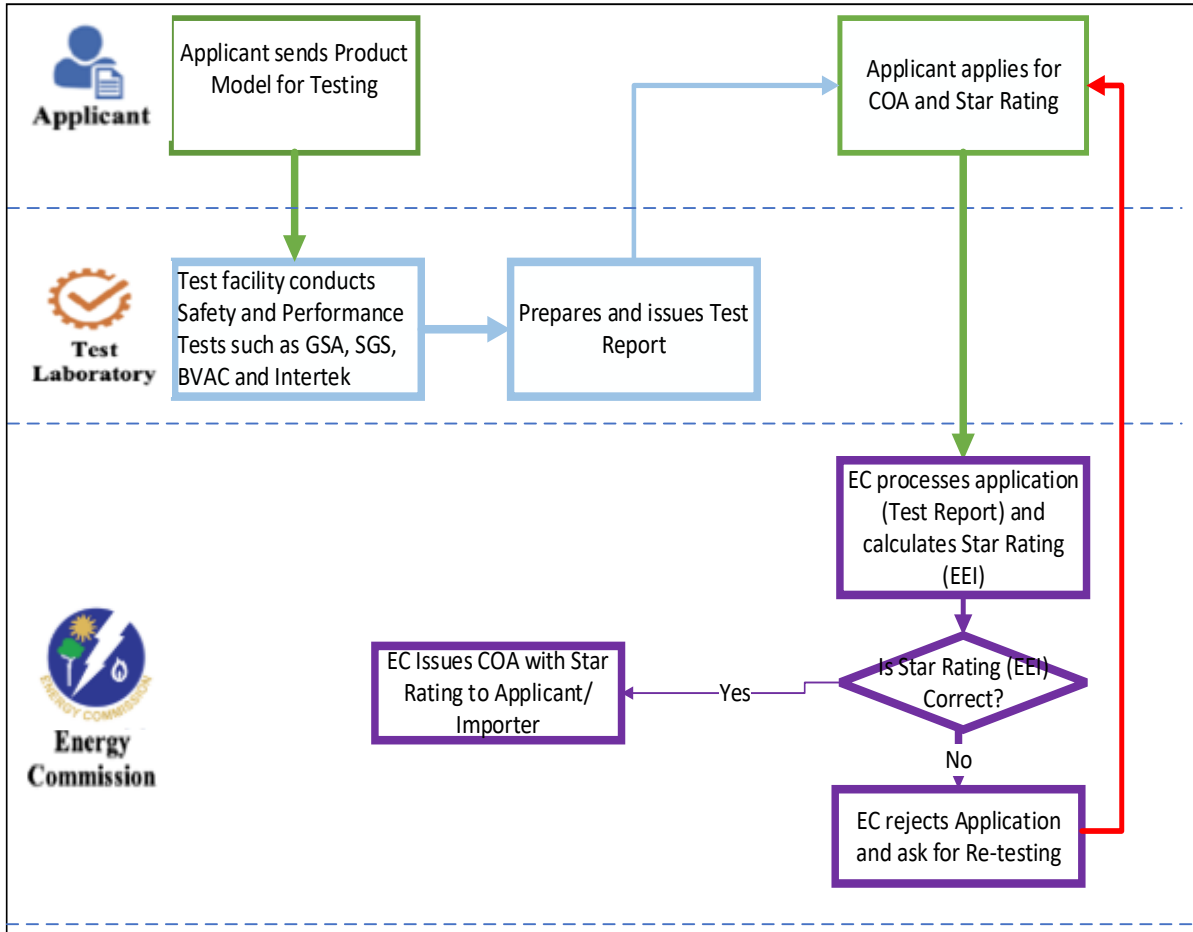


Figure 2.1: The approval process for Certificate of Approval and Star Rating

2.1.3 Port of Entry Inspection

All imported regulated appliances shall be subjected to physical examination. The inspectors shall check the label information on the appliance to be sure it complies with the approved information in the certified appliance App or appliance database. If the items are compliant, they will be released to the importer. However, if there are any issues of non-compliance, the consignment will be cleared under detention to a designated location determined by the Commission for the necessary enforcement action. The procedure for inspecting and releasing regulated appliances is summarized in Figure 2.2.

Figure 2.2 also summarizes the procedure for inspecting and releasing regulated appliances at the ports of entry by the Ghana Energy Commission.

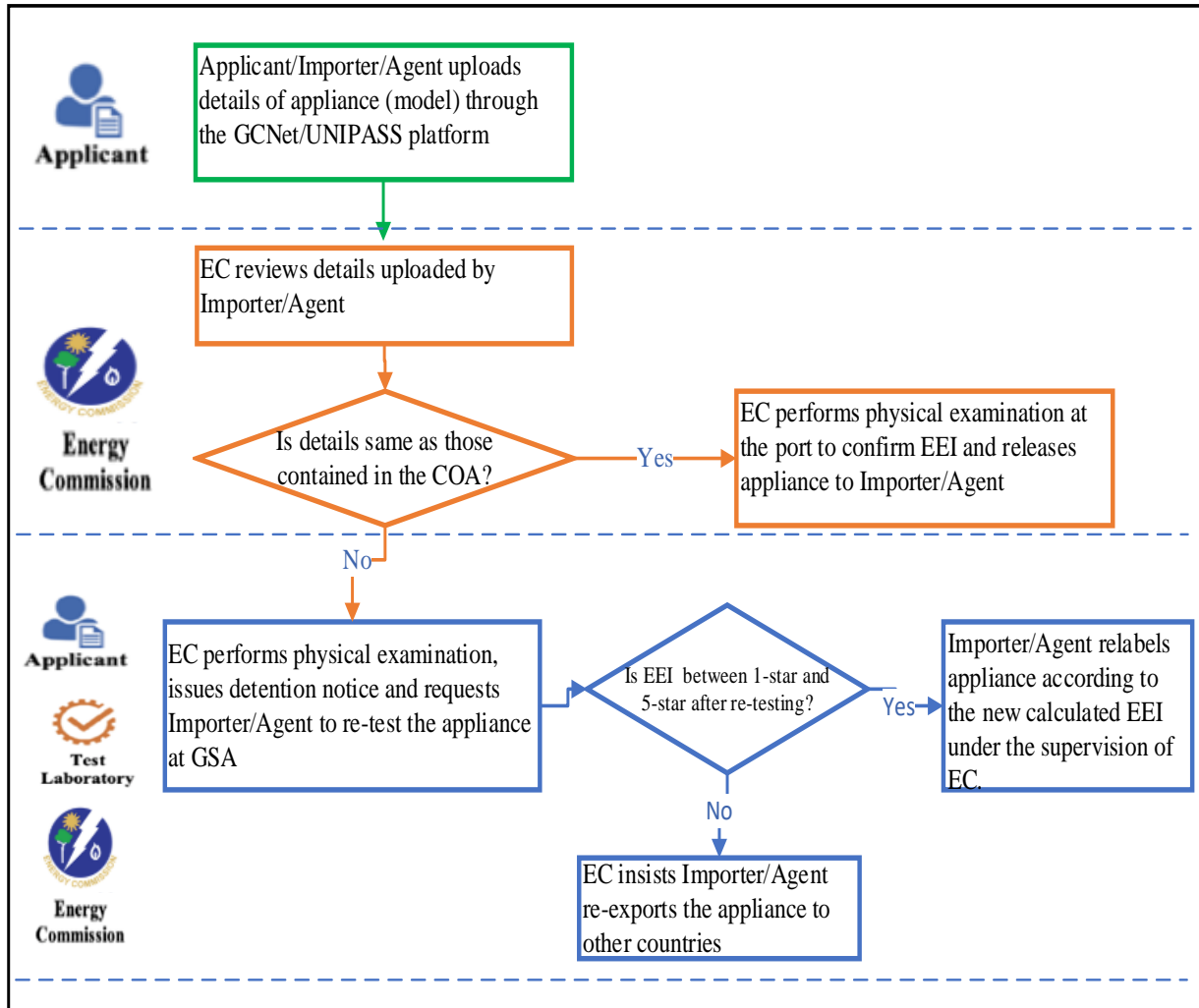


Figure 2.2: Procedure for inspecting and releasing refrigerating appliances at the Ports of Entry

2.1.4 Validity and Renewal of Registration

The validity of brand/trademark and model registration shall be for three (3) years after which period the registration shall no longer be valid. The manufacturer, the importer or the retailer shall ensure that registration is renewed on the expiry of the validity period.

2.1.4.1 Renewal of Brand/Trademark and Model Registration

The procedure for the renewal of a brand/trademark and model registration shall be as follows:

- (a) A notice for renewal shall be submitted to the manufacturer, the importer or the retailer as a reminder to renew or discontinue the model;
- (b) The manufacturer, the importer or the retailer who decides to discontinue the registration of a product shall write officially to notify the Commission;
- (c) The manufacturer, the importer or the retailer shall ensure that the test report is current along with the corresponding model registration fee(s) as indicated in Table 2, payable in the banker's draft, before submission of the renewal notice.

The Commission shall review and renew the application within fourteen (14) working days from the date of receipt.

Note: Assuming a manufacturer, an importer or a retailer wants to continue with the same brand/trademark and model number by making some modifications to achieve improved energy performance or even maintain existing performance, then the manufacturer, the importer or the retailer shall reapply with a **new model number** in accordance with the existing procedure.

2.1.4.2 Withdrawal of Brand/Trademark and Model Registration by an Importer/Manufacturer

A manufacturer, an importer or a retailer may wish to discontinue the registration of a brand/trademark or a model at any time due to any reason the manufacturer, the importer or the retailer considers fit.

3.0 TIMELINES FOR APPLICATION PROCESSING

The timelines for the application processing cycle for the manufacture, importation and sale of a regulated appliance into the country shall follow the schedule below. The model, trade mark or brand registration process shall be completed within fourteen (14) working days after the relevant documents and applicable fees have been provided. Table 1 provides a timeline for the application process.

Table 1: Timelines for processing of an application for company and model registration

S/No.	Activity	Timeline (Working days)	Responsibility
1.	Submission of the online model registration form	-	Importer/Manufacturer
2.	Submission of hard copies of the application and Banker's draft or cash payment receipt.	1 to 5 days after submission of the online model registration form	Importer/Manufacturer
3.	Return of application in case of incompleteness or any discrepancies (e.g. conformity letter or PID).	3-5 days from the date of receipt of hard copies	Commission
4.	Verification of payment details	1-2 days from the date of receipt of hard copies	Commission
5.	Scrutiny of application	14 working days from the date of receipt of hard copies to Commission	Commission
6.	Submission of revised documents to Commission	1-2 days from the date of receipt of revised documents	Importer/Manufacturer
7.	Scrutiny of revised documents and recommendation for approval/rejection by the Commission	14 working days from the date of receipt of hard copies to Commission	Commission

8.	Issuance of approval/rejection letter	1 day after approval/rejection by Commission	Commission
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4.0 FEES AND PENALTIES STRUCTURE

Various aspects of the application procedure for the registration of regulated electrical appliances require the manufacturer, the importer or the retailer to make payments at different stages of the application procedure and penalties where applicable.

4.1 Application Fees for Brands/Trademarks and Models Registration

A manufacturer, an importer or a retailer who wishes to register a model, trademark or brand of a regulated electrical appliance shall pay an initial non-refundable fee to cover the evaluation and processing of the technical documentation. If the model, the trademark or the brand passes the evaluation and processing of the technical documentation stage, the brand, the trademark or the model shall be registered into the Commission's approved regulated electrical appliances database upon the payment of a registration fee.

An applicant will be required to pay a non-refundable application fee per model for the evaluation and processing of technical documentation. The appliance model that passes the evaluation process qualifies for subsequent registration into the Energy Commission's approved appliances database for a fee hereinafter called registration fee. Table 2 stipulates the application and registration fees per regulated appliance type.

Table 2: Model Registration and Processing Fees per model

S/No.	Appliance	Application Fees (GHS)	Registration Fee (GHS)
1.	Light-emitting diodes (LEDs) and self-ballasted Compact Fluorescent Lamps	250	250

2.	Household refrigerators	1250	1250
	Washing Machines	1250	1250
3.	Industrial Fans	450	650
4.	Rice Cookers	450	1250
5.	Computers	650	650
6.	Set-top boxes (Decoders)	250	250
7.	Ventilating Fans	450	650
8.	Solar Panel	450	450
9.	Microwaves	450	450
10.	Water Heaters	1250	1250
11.	Renewable Energy Batteries	450	450
12.	Public lighting	450	450
13.	Television sets	650	650
14.	Electric motors	1250	2500
15.	Electric Kettles	350	350
16.	Room Air-conditioners (RACs)	2500	2500
17.	Distribution Transformers	4,500	2,500
18.	Ceiling, wall, standing and tabletop comfort fans	450	650
20.	Inverters	650	650

Note: The Model Registration and Processing Fees levied on the above-mentioned regulated electrical appliances are valid from the date of publication of the guideline until reviewed.

4.2 Security Deposit

An applicant shall be required to make a refundable security deposit of GHS 60,000.00 in the case of re-exporting a regulated appliance which is below the minimum performance as indicated in the relevant regulations.

4.3. Enforcement Fees

In the event that a regulated appliance is manufactured in the country or reaches the shores of the country without labels or labelled in a deceptive or misleading manner, the manufacturer or the importer shall be surcharged with an enforcement fee as stipulated in Table 3.

4.3.1 Labelling

If a regulated appliance is manufactured in the country or reaches the shores of the country without the appropriate label, the manufacturer or the importer shall be required to label the regulated electrical appliance appropriately after review of the performance test reports. The enforcement fees as stipulated in Table 3 shall apply.

4.3.2 Re-labelling

If a regulated appliance reaches the shores of the country or with a deceptive or misleading label, the manufacturer or the importer shall be required to re-label the appliances with the appropriate label after a review of the performance test report by the Commission. The enforcement fees as stipulated in Table 3 shall apply.

Table 3: Categories of Enforcement Fees

No.	Description	No. of Containers	Fee (GHS)
1	Labelling	Part Container	2,000.00
		Up to 4 Containers	5,000.00
		Above 4 Containers	10,000.00
2	Re-labelling	Part Container	2,000.00
		Up to 4 Containers	5,000.00
		Above 4 Containers	10,000.00

5.0 MONITORING, VERIFICATION AND ENFORCEMENT (MVE) FRAMEWORK

The MVE framework sets out the guidelines adopted by the Commission to increase the compliance level of regulated electrical appliances.

The MVE Framework consists of the following:

- (a) Market surveillance;
- (b) Verification testing;
- (c) Second verification testing;
- (d) Challenge testing; and
- (e) Port of entry Inspections.

5.1 Market surveillance

The Commission shall conduct market surveillance regularly to assess the degree of conformity and compliance of the regulated electrical appliances displayed in stores, showrooms and other sales points and locations. This exercise shall help to sanitize the regulated electrical appliances market by tracking and removing sub-standard regulated electrical appliances from the market.

5.2 Verification testing

Verification testing is conducted to ascertain whether the claims made by the manufacturer for the energy efficiency performance of a regulated appliance are accurate under the conditions stipulated in the schedule of the relevant regulations.

The Commission in collaboration with the Ghana Standards Authority (GSA) shall pick samples randomly during market surveillance activities to cross-check the test results. On the other hand the Commission, on suspicion of the authenticity of the test report provided for the registration of a regulated appliance may request verification testing. The Commission may use a simple random sampling approach to select a regulated electrical appliance for verification testing.

5.3 Second verification testing

- (a) In case the sample drawn for the first verification testing fails, the Commission shall initiate GSA to conduct a second verification testing for which the manufacturer or the importer shall provide two additional samples of the same model within two (2) weeks.
- (b) The manufacturer or the importer of a regulated appliance that has failed the first verification testing shall be informed of the failure of the verification testing and shall be requested to provide a sample to be used in a second verification testing and also pay or deposit in advance an amount of money to be decided by the Commission to cover the cost of the second verification testing. If the manufacturer or the importer does not deposit or pay the expenses within 14 days, the Commission shall carry out the verification testing but shall not process any further applications for a new regulated electrical appliance of the respective manufacturer or importer.
- (c) In case samples are not available in the market and all efforts to trace a sample fail, the Commission shall communicate in writing to the manufacturer or the importer providing all facts including locations where the regulated electrical appliance was searched for and requesting the manufacturer or the importer to provide a sample within 3-4 weeks of the date of issuance of such a letter. In case the manufacturer or the importer is unable to provide a sample for the second verification testing, then verification testing of the first sample shall be treated as final and shall be binding on the manufacturer or the importer.
- (d) The Commission shall communicate to the manufacturer or the importer and advise the manufacturer or the importer to delegate an official to witness the testing. The manufacturer or the importer shall accordingly provide the name of the nominee to the Commission. If the manufacturer or the importer is unable to witness the testing, then GSA shall proceed with testing in the presence of the Commission's personnel and the test result shall be binding on the manufacturer or the importer.
- (e) The second verification testing shall be done in the same laboratory where the first verification testing was conducted. In case it is not possible to test the second sample in the same laboratory, the sample may be tested in another accredited laboratory

- prescribed by the Commission.
- (f) On completion of the verification testing, the GSA shall review the test reports and forward all relevant documents with any recommendations to the Commission.
 - (g) In case any or both samples collected for the second test fail, the Commission shall proceed with the following actions:
 - (i) Direct that the manufacturer or the importer within two (2) months from the date of issuance of such directive to correct the star rating displayed on the label of the regulated electrical appliance in the case of mislabeling or remove the defects and deficiencies found during testing from the existing and new stock in the case of below the minimum energy performance standards.
 - (ii) Withdraw all the stocks from the market by doing a product recall to comply with the directions of the Commission.
 - (iii) Change the particulars of a specific model displayed on advertising material.
 - (iv) Publish, for the benefit of the public the name of any, manufacturer or importer brand name, model number, logo and other specification in any national or regional daily newspaper and in any electronic media or any other manner as it deems fit within two months;
 - (h) Where the manufacturer or the importer fails to comply with the directions issued by the Commission the Commission shall,
 - (i) withdraw the approval granted to the importer/manufacturer;
 - (ii) publish for the benefit of the public, the non-compliance status of the manufacturer or the importer, brand, model numbers and instruct for product recall.

5.4 Challenge testing

Challenge testing is carried out as and when any written complaint is received regarding the information on the star label and/or non-compliance on a regulated electrical appliance.

In case a complaint is received in respect of wrong or fraudulent declaration, the Commission shall carry out challenge testing of the appliance model in a third-party accredited laboratory. Notice shall be issued to the importer/manufacturer for conducting the testing.

The complainant shall be asked to submit an affidavit on an endorsed sheet that in case the claim is proved wrong, he/she will pay all expenses related to challenge testing including but not limited to testing, transportation and other incidental expenses to the Commission, within one month from the date of receipt of the test report.

In case the complaint is proved correct, the Commission would recover any expenses from the importer/manufacturer.

If the model against which the complaint is received, has already undergone verification testing by the Commission within one year of the date of the complaint, then the complainant shall be informed of the results of verification testing or any actions if taken, as warranted, otherwise, the complaint shall be examined and the necessary procedure shall be followed to undertake the challenge testing. The procedure for challenge testing shall follow the same steps as for verification testing.

APPENDICES

Appendix 1: Covering Letter format for Fresh Applications of model registration (To be furnished on the letterhead of the corporate body)

No: _____

Date: _____

To: The Executive Secretary,
Ghana Energy Commission,
Ghana Airways Avenue
Airport Residential Area
PMB, Ministries Post Office
Accra, Ghana

Dear Sir/Madam,

SUBJECT: SUBMISSION OF TEST REPORT FOR APPROVAL

We wish to submit the following brand(s) of (name of appliance- e.g. refrigerators) with the model number(s) for your approval:

S/No.	Name of Appliance	Brand	Model No.
1			
2			
3			
4			

The Banker's draft number is is attached.

The test report is attached for your perusal.

Thank you for your usual cooperation.

(Name & Signature of Authorised Signatory with company seal)

Appendix 2: Declaration/Conformity letter for a family of models

(To be furnished on the letterhead of the corporate body)

To: The Executive Secretary,
Ghana Energy Commission,
Ghana Airways Avenue
Airport Residential Area
PMB, Ministries Post Office
Accra, Ghana

No: _____

Date: _____

Dear Sir/Madam,

SUBJECT: DECLARATION/CONFORMITY LETTER

We hereby declare that the below-mentioned models are family models against the base model. The test report of the base model will apply to the family models.

S/No.	Model number as per the Application form	Model number as per the Test Report	Details of a family of models
1.	(Model number for which application for registration is submitted)	(Base Model)	The manufacturer should provide the technical details of a particular model which could be the base model and then provide details of all the models of the same type, rating, size, etc.
2.			
3.			
4.			

Thereby, test reports of the base model referred to here apply to the family of models.

Thank you for your cooperation

(Name & Signature of Authorised Signatory with company seal)