

Joint Action 2013
GA N° 2013 82 01
Call for Tender for Test Laboratories
Product Activity - Cots

APPENDIX 1: Detailed requirements

Pricing

With regards to VAT, it is important to note that PROSAFE does not accept the reverse charge method and therefore all quotes should include the VAT charges as well (in Euros).

The laboratory should quote a price for each separate test detailed below. Preference will be given to those who include prices of all the tests and sub-tests.

Please note that two separate test reports are needed, per sample supplied:

- (i) One test report should be related solely to EN716 testing
- (ii) Another separate test report should be related those additional tests designed by this Joint Action (JA)

If a cot fails a test, the testing procedure shall continue unless the failure is so destructive that all further testing is impossible. **Obtained/measured values when the failure occurred is needed in ALL tests performed by the laboratory.**

Depending on the type of quotes received, PROSAFE may decide to ultimately choose more than one laboratory to perform all the respective tests.

Tests are to follow the sequence below. Those taken from EN716-2:2008+A1:2013 are marked in **black**. Those taken from EN716-1:2008+A1:2013 are marked in **red**. Those in **blue** are additional to EN716 and have been designed or added by this JA.

1. To check all samples supplied for duplicates
2. To check all samples are 'cots' and fall under the EN716 standard
3. Check of packaging in accordance with the requirements in part 5.0 of EN716-1:2008+A1:2013
4. Check of instructions in accordance with the requirements in part 6.0 of EN716-1:2008+A1:2013
5. Examination of markings and warnings in accordance with the requirements in part 7.0 of EN716-1:2008+A1:2013
6. 5.1 Assembly and inspection
7. Check of construction in accordance with the requirements in part 4.4 of EN716-1:2008+A1:2013
8. Check of mattress size (where supplied) in accordance with the requirements in part 4.6 of EN716-1:2008+A1:2013
9. 5.2 Stability test
10. 5.3 Footholds
11. 5.4 Measurements
12. 5.5 Small parts
13. 5.6 Bite test
14. 5.7 Tests for cot base and mattress base
15. 5.8 Strength of sides and ends
16. 5.9 Strength of frame and fastenings
17. 5.10 Snag points
18. 5.11 Locking mechanisms
19. 5.12 Stability test

20. Test for the ability to collapse a folding cot by a child crawling underneath
21. Check of cot/folding cot accessories against the applicable standard (EN12221 for changing tables, EN71-1 for toy bars, EN1130 for cribs/cradles, etc.)
22. Identify (macroscopically) additional hazards resulting from the combined use of cots/folding cots with the accessories supplied (e.g. entrapment of body parts due to moving parts, protrusions, cords/ribbons/loops; ingestion; choking; suffocation; sharp edges; inadequate stability; inadequate structural integrity; inadequate protection; footholds; inadvertent release of locking mechanisms/attachments etc.)
23. Rattle test (according to the test method described in EN1930: 2011)
24. Durability of cot base as per BS8509
25. Check of materials and surfaces in accordance with the requirements in part 4.2.1 of EN716-1:2008+A1:2013
26. Check of flammability of textiles, coated textiles and plastic coverings in accordance with the requirements in part 4.2.2 of EN716-1:2008+A1:2013
27. 6.0 Test report (s)

Obligatory Additional Information

Please include information on each of the following:

- Formal qualifications of the laboratory (e.g. accreditation(s)) and expertise of staff working on these samples:**
In particular, documents to confirm that the laboratory is accredited according to ISO17025 and EN7161&2:2008+A1:2013. Also details on the number of experts / staff that would be involved in such tests, including CVs or information on the respective experts working in the laboratory.
- Experience with testing of cots:**
Make reference to the number of cots tested by the laboratory according to EN7161&2:2008+A1:2013 over the last 3 years. Include any additional information to further explain the experience that the laboratory has in this field, particularly in relation to the testing of cots/travel/folding cots and items that can be combined with them in use.
- Standardisation Activities:**
Detail the respective technical working groups within standardisation bodies which the laboratory has participated in during the last three years in relation to EN716 or similar.
- Delivery time & Terms of delivery:**
State whether the dates given in the tender document are achievable. If not, how many weeks are needed to test and finalise all test reports for the 50 samples, assuming testing begins on 1st March 2015.
- Ability to supply additional services to the Joint Action:**
A technical expert from the laboratory may be invited to participate in one or more project meetings to give explanations to the Members on test methods, sampling, test results, etc. Indicate any costs related to attendance by the Laboratory Representative/Expert in meetings held in Brussels.
- Costs associated with storage and/or disposal of samples:**
Include full details of any costs of this nature.
- Possibility of market surveillance representatives to visit the laboratory:**
During 2015, representatives from the market surveillance authorities may make appointments with the laboratory in order to visit and in particular see and discuss the non-compliances found within samples. Some individual market surveillance authorities may also ask to have the manufacturer of a particular sample to be present for such a visit, in which case only those particular samples pertaining to that manufacturer are to be shown and discussed. Please confirm that this is possible and no additional charges will be incurred by PROSAFE.
- Possibility of organising a JA2013 Cots Meeting at the premises of the laboratory:**
One of the joint action group meetings of this (mainly made up of representatives of the 9 respective market surveillance authorities) will be organised at the premises of the laboratory if this is possible. The scope of such a meeting is to discuss directly the test results of the samples tested and for the representatives from the respective market surveillance authorities to see the actual non-compliances and better understand the test procedures carried out on such samples.

Indicate whether the laboratory is able to host a two-day group meeting at its premises. Please confirm that this is possible and no additional charges will be incurred by PROSAFE.

- Sample of Test Reports:**
Include samples of test reports in English, showing the structure of the report and including the type of photos taken to ensure that the non-compliances are well explained / exhibited within the report for each sample tested.
- Detailed Overview Table:**
Such a table will be required by the Task Coordinator, showing individual test results of all sub-clauses of each and every sample tested.
- Final Report:**
The laboratory will be required to prepare two separate Microsoft Word documents per sample tested: one related the tests taken from EN7161&2:2008+A1:2013 and another separate report related to those tests designed by this JA.
- Additional Information:**
Please include any additional information which will help PROSAFE to better ascertain the laboratory services being offered.