

Brussels, 8 January 2018

## Joint Action JA2016

Grant Agreement N° 739851

### Call for tender for test laboratories

### PPE / Climbing equipment

#### 1. Background

PROSAFE is an international non-governmental organisation established in 1991 by market surveillance officers from various countries throughout Europe. Its main aim is to contribute to the safety of products and services by promoting best practices in market surveillance. Since 2006, PROSAFE has established itself as the organising and coordinating body for Joint Market Surveillance Actions in Europe. PROSAFE's official name is "Stichting PROSAFE". It is a foundation under Dutch law.

PROSAFE's main task is to coordinate Joint Actions. Each Joint Action comprises a number of work packages that target specific product groups, and a number of activities aiming at developing methods and best practices.

In 2017, PROSAFE became the coordinator for the Joint Market Surveillance Action JA2016. The Action started in September 2017 and will end in December 2019. One of the product-specific activities in the Joint Action will address climbing equipment (PPE).

The Joint Action identifies a number of roles and responsibilities:

- A Project Leader for the Joint Action has been appointed. He is responsible for the performance, reporting and coordination of the Activity Leaders;
- A Member State representative, Alexander KÄLBERER of Germany, has been selected as Activity Leader responsible for carrying out the Activity on Climbing equipment;
- An external consultant, Ian FRASER, has been selected as Activity Coordinator responsible for the daily coordination of the Activity on climbing equipment;
- PROSAFE's Executive Director is responsible for the general and financial management of the Joint Action. He is supported in this task by the Deputy Executive Director;
- The financial and project administration is handled by the PROSAFE Office.

#### 2. The scope of the call for tender

An important part of the Activity is the testing of certain categories of climbing equipment. It is intended to test the following 5 categories of equipment with reference to the specifications of the relevant harmonised standards:

Category	Harmonised standard
Dynamic ropes	EN 892:2012+A1:2016
Connectors	EN 12275:2013
Harnesses	EN 12277:2015
Helmets	EN 12492:2012
Energy absorbing systems for use in klettersteig (via ferrata) climbing	EN 958 :2017

Since climbing equipment is subject to mandatory third-party conformity assessment procedures according to the EU legislation on Personal Protective Equipment (PPE) and since it is likely that the selected laboratories will have acted as Notified Bodies under that legislation, PROSAFE intends to contract two laboratories in order to avoid any potential conflict of interest.

The purpose of the testing is to evaluate whether the climbing equipment concerned is safe and complies with the applicable requirements of the PPE Directive 89/686/EEC or the PPE Regulation (EU) 2016/425, as the case may be.

The testing may be limited to certain of the tests foreseen in the relevant harmonised standards. The exact test programme to be carried out and the number of samples required for each category of climbing equipment will be discussed and agreed with the selected laboratories following the selection process.

The task comprises the following services:

- Testing samples of the 5 categories of climbing equipment listed above. Testing of further samples might be requested by individual authorities outside the financial scheme of the Activity;
- Participation in a meeting with the Activity Leader and Coordinator in order to determine the exact test programme and the number of samples required for each category of equipment to be tested;
- The Activity may ask the laboratories to host a meeting of the project group in order to present the tests and test equipment and to explain and discuss the results of testing;
- Reporting on the results of testing;
- Responding to enquiries from the participating authorities about the tests and the results of testing.

The samples will be collected by the following 10 EU and EEA Market Surveillance Authorities:

Abbreviation	Country	Acronym	Authority
BE	Belgium	FPSE	Federal Public Service Economy
BG	Bulgaria	SAMTS	State Agency for Metrological and Technical Surveillance
DE B-W	Germany	MEBW	Ministry of Environment, Climate Protection and the Energy Sector of Baden-Wuerttemberg
DE Bay	Germany	ROGA	Regierung von Oberbayern - Gewerbeaufsichtsamt
HR	Croatia	MINGO	Sector of Market Surveillance for the Ministry of Economics
IC	Iceland	CA	Consumer Agency
LU	Luxembourg	ILNAS	Institut luxembourgeois de la normalisation, de l'accréditation, de la sécurité et qualité des produits et services -Surveillance du Marché
LV	Latvia	CRPC	Consumer Rights Protection Centre
MT	Malta	MCCAA	Malta Competition and Consumer Affairs Authority
NO	Norway	DSB	Norwegian Directorate for Civil Protection

The participating authorities will collect the samples on the market in their country and send them directly to the laboratories for testing.

For dynamic ropes, connectors, harnesses and helmets, the testing is expected to take place during the first half of 2018. For energy absorbing systems for use in klettersteig (via ferrata) climbing, the testing is expected to take place during the second half of 2018.

### 3. Requirements, tenderer

The main requirements for undertaking the assignment are:

- Ability to carry out the required tests;

- Accreditation according to EN ISO/IEC 17025:2005/AC:2006 or similar for the required standards and tests;
- Full independence from manufacturers, importers or other economic operators in the market for climbing equipment;
- Mastery of the English language; preferably good knowledge of other official European languages.

The tenderer must explain where the testing will take place (in which country) and whether the testing will be conducted in a different location /country than the location of the Company submitting the bid. For practical reasons, PROSAFE will only in exceptional cases engage with laboratories where the testing is going to take place outside the EU/EEA.

The following management requirements apply:

- It is the responsibility of the laboratory to carry out its testing and calibration activities in such a way as to meet the respective requirements of the tender specifications.
- The laboratory shall have managerial and technical personnel who have the authority and resources needed to carry out their duties.
- The laboratory shall provide adequate supervision of testing and calibration staff by persons familiar with methods and procedures, purpose of each test and/or calibration, and with the assessment of the test or calibration results.
- The laboratory shall establish and maintain procedures for the review of requests. The policies and procedures for these reviews leading to a contract for testing and/or calibration shall ensure that the laboratory has the capability and resources to meet the requirements.
- Any differences between the request and the contract shall be resolved before any work commences.
- The Activity Coordinator shall be informed immediately of any deviation from the contract.
- The laboratory shall establish and maintain procedures for identification, collection, indexing, access, filing, storage, maintenance and disposal of quality and technical records.
- The laboratory shall have procedures to protect and backup records stored electronically and to prevent unauthorized access to or amendment of these records.

The following requirements regarding the technical skills apply:

- The laboratory management shall ensure the competence of all who operate specific equipment, perform test and/or calibrations, evaluate results, and sign test reports and certificates. When using staff undergoing training, appropriate supervision shall be provided. Personnel performing specific tasks shall be qualified based on appropriate education, training, experience and/or demonstrated skills, as required.
- Laboratory facilities for testing and/or calibration, including but not limited to energy sources, lighting and environmental conditions, shall be such as to facilitate correct performance of the tests and/or calibrations.
- All equipment used for tests and/or calibrations, including equipment for subsidiary measurements having a significant effect on the accuracy or validity of the result of the test, calibration or sampling, shall be calibrated before being put into service.
- The laboratory shall have due experience in the field of testing.
- The laboratory shall have duly documented experience in performing tests on climbing equipment according to the relevant harmonised standards, in interpreting test results and in classification issues.

The following requirements apply to subcontracting:

- PROSAFE does not accept that the selected laboratory further subcontracts the testing services.
- If the need to subcontract becomes apparent only after the work has been commissioned, the laboratory must ask for PROSAFE's Executive Director's permission before such a decision is adopted.

#### 4. Requirements, quotation

Tenderers are requested to quote prices (including VAT) using the table included in ANNEX to this call for tender.

All the prices quoted shall include VAT. It shall be noted that PROSAFE is not able to recover VAT and does not accept the reverse charge method.

The quotation shall include an indication of the discounts proposed for quantity.

The prices quoted for comprehensive testing according to the harmonised standards will be taken into account during the selection process. Since the test programme may be limited to certain of the tests foreseen in the harmonised standards (see section 2), the final cost of testing will be adjusted accordingly.

## 5. Deadline

Proposals shall be sent to the offices of PROSAFE Office in hardcopy (Avenue des Arts/Kunstlaan 41, 2<sup>nd</sup> floor, B-1040 Brussels, Belgium) and by email to [info@prosafa.org](mailto:info@prosafa.org)

The email shall be copied to the Activity Coordinator, Ian FRASER: [ianfraser.safety@gmail.com](mailto:ianfraser.safety@gmail.com)

**Proposals shall be received at PROSAFE offices no later than 17 h 00 on 5 February 2018. Proposals received after that deadline will be rejected.**

## 6. Selection process

The selection will be based on the following criteria:

- The tenderers' ability to carry out the required tests;
- The tenderers' experience with testing climbing equipment;
- Experience of standardisation of climbing equipment;
- Formal qualifications, e.g. accreditation;
- The tenderers' ability to comply with PROSAFE's General Conditions for Tender;
- The tenderers' ability to offer value for money;
- Prices including VAT;
- PROSAFE's general impression of the tenderers' ability to undertake the job.

Tenderers must describe and duly document their qualifications and experience. Tenderers are invited to provide any additional information that may facilitate PROSAFE's evaluation of the services being offered, the prices and other aspects related to the selection criteria mentioned above.

## 7. Further information

The contract will be signed under Dutch legislation.

Further information regarding the task and the selection procedure can be obtained from the following:

PROSAFE Office:  
Avenue des Arts/Kunstlaan 41, 2<sup>nd</sup> floor  
B-1040 Brussels  
Belgium  
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Phone number: +33 2 97 65 95 93

With best regards,



Nicolaas Olie  
*Executive Director*

