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Joint Action 2016
Call for Tender for Test Laboratories
Product Activity – Baby Carriers and 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 at least one separate test report is needed, per sample supplied:

(i) For baby carriers – one test report according to the relevant standard EN 13209-1, EN 13209-2 or CEN TR 16512
(ii) For cots – one test report according to EN 716
(iii) For cots sold with changing tables – two test reports according to the details listed below (one report for EN 716 and one report for EN 12221)

If a baby carrier or 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 any failures occur must be fully noted within the relevant test report (and supported by a clear and fully legible photograph wherever possible).**

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

Regarding all test clauses listed below, those listed in **black** are as per the relevant standard. Those listed in blue are additional to the ENs and have been designed or added by this JA.

Regarding framed back carriers, tests are to follow the sequence below (according to EN 13209-1:2004). 1 framed back carrier will be supplied, per sample, for the mechanical tests to be undertaken. Please include information in your tender response regarding the number of samples you will require to undertake all the remaining tests also:

1. To check all samples supplied for duplicates
2. To check all samples are 'framed back carriers' and fall under the EN 13209-1 standard
3. 5.1 Chemical properties
4. 5.2 Flammability of textiles, coated textiles, supports and plastic coverings
5. 5.3 Conditioning
6. 5.4 Shrinkage
7. 5.5 Monofilament threads
8. 6.1 Gaps and openings
9. 6.2 Edges
10. 6.3 Small parts
11. 6.4 Cords, straps, belts and parts used as ties
12. 6.5 Folding and locking mechanisms
13. 6.6 Accessibility of fillings
14. 6.7 Stability
15. 6.8 Carer attachment systems
16. 6.9 Dynamic strength
17. 7 Packaging
18. 8 Marking
19. 9 Instructions for use

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Regarding soft carriers, tests are to follow the sequence below (according to EN 13209-2:2015). 1 soft carrier will be supplied, per sample, for the mechanical tests to be undertaken. Please include information in your tender response regarding the number of samples you will require to undertake all the remaining tests also:

1. To check all samples supplied for duplicates
2. To check all samples are 'soft carriers' and fall under the EN 13209-2 standard
3. 5.3 Conditioning
4. 6 Chemical hazards
5. 7 Thermal hazards
6. 8.1 Choking and ingestion hazards
7. 8.2 Entanglement hazards
8. 8.3 Protective function
9. 8.4 Attachment systems
10. 8.5 Durability of the soft carrier
11. 9 Suffocation hazards from packaging materials
12. 10 Product information (where possible)
13. Test the air permeability of the fabric part which may come into contact with the baby's mouth according to EN ISO 9237:1996

Regarding baby slings, tests are to follow the sequence below (according to CEN TR 16512:2015). 1 baby sling will be supplied, per sample, for the mechanical tests. Please include information in your tender response regarding the number of samples you will require to undertake all the remaining tests also:

1. To check all samples supplied for duplicates
2. To check all samples are 'baby slings' and fall under the CEN TR 16512:2015 standard
3. 3 Chemical hazards
4. 4 Thermal hazards
5. 5 Choking and ingestion hazards
6. 6 Entrapment hazards for fingers in mesh
7. 7 Entanglement hazards
8. 8 Suffocation hazards
9. 9 Structural integrity
10. 10 Product information (where possible)
11. Any other tests the lab deems necessary in order to prove the safety of the samples
12. Test the air permeability of the fabric part which may come into contact with the baby's mouth according to EN ISO 9237:1996

Regarding any other types of baby carriers that the participating Market Surveillance Authorities select for sampling, the laboratory will be required to first propose and then undertake a set of tests that fully examines the safety of any products received (which fall outside the scope of the standards listed above).

Regarding all cots, tests are to follow the sequence below as per EN 716. 1 cot will be supplied, per sample, for the mechanical and chemical tests to be undertaken. However, if a cot is found to be non-compliant to any particular clause within EN 716:2017 it should then be tested to EN716-1:2008+A1:2013 if the requirement is different (and noted in the test report to this effect):

1. To check all samples supplied for duplicates
2. To check all samples are 'cots' and fall under the EN716 standard
3. 4.1 General
4. 4.2 Materials
5. 4.3 Initial stability
6. 4.4 Construction
7. 4.5 Final stability
8. 4.6 Mattress size
9. 5 Packaging
10. 6 Instructions for use
11. 7 Marking
12. Test for the ability to collapse a travel or folding cot by a child crawling underneath (laboratory to propose test method)
13. Rattle test (according to the test method described in EN1930: 2011)
14. Push/pull test (according to the test method described in EN1930: 2011)

15. Test the air permeability of travel (fabric) cot sides according to EN ISO 9237:1996

Regarding those cots supplied with a changing table, tests regarding their combined use are also required as follows:

1. Check of cot used in combination with the changing table according to EN12221:2008 + A1:2013
2. Identify additional hazards resulting from the combined use of the cots and the changing tables 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.)

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 ISO 17025, EN 716:2011, EN 13209-1:2004, EN 13209-2:2015, CEN TR 16512:2015, EN ISO 9237:1996, EN 1930:2011 and EN12221:2008+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 baby carriers and cots:**
Make reference to the number of baby carriers and cots tested by the laboratory according to the relevant standards over the last 3 years. Include any additional information to further explain the experience that the laboratory has in this field.

☐ **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 EN 13209-1&2, EN 716, EN 12221 or similar.

☐ **Delivery time & Terms of delivery:**
State how many weeks are needed to test and finalise all test reports for the 140 samples, assuming testing begins on 1st June 2018. Also propose a suitable date for a 2-day meeting at the laboratory once testing is completed. Important to note: test reports must be sent a minimum of 2 weeks prior to the laboratory meeting and dated on the date they are sent.

☐ **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 2018, 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 JA2016 Baby Carriers and Cots Meeting at the premises of the laboratory:**
One of the Joint Action CCA6 meetings should be organised at the premises of the laboratory if possible (as mentioned above). 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 and propose an appropriate date. Please also 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 Activity Coordinator, showing individual test results of all sub-clauses of each and every sample tested. Each result shall be colour coded indicating a pass/risk associated with any failures, or include some interpretation of the results when no pass mark/value is provided within the relevant standard (as is the case for the air permeability tests).

☐ **Final Report:**
The laboratory will be required to prepare one Microsoft Word document per sample tested, as detailed in the tender document.

☐ **Additional Information:**
Please include any additional information which will help PROSAFE to better ascertain the laboratory services being offered.