

Brussels, 05.04.2016

## CALL FOR TENDER FOR INSPECTION BODIES OR INDEPENDENT EXPERTS

### Joint Market Surveillance Action JAMach14 Vehicle lifts activity [Grant agreement N° SI2.718616]

#### 1. JAMach14 Vehicle lifts activity

In December 2015, PROSAFE became the coordinator for the Joint Market Surveillance Action JAMach14 which is supported by the European Commission. One of the two product areas covered by this Joint Action is vehicle lifts. The project started on 1 January 2016 and will end early in 2018.

PROSAFE<sup>1</sup> (officially called “Stichting PROSAFE”, a foundation under Dutch law) is an international non-governmental organisation established by market surveillance officers from various countries throughout Europe in 1991. Our 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.

The Joint Action is organised as follows:

- A PROSAFE Project Leader is responsible for the overall performance of the Joint Action and for reporting;
- The PROSAFE Executive Director is responsible for financial management;
  - The financial administration is handled by the PROSAFE Secretariat.
- The activity is managed by a project group made up of representatives of the participating market surveillance authorities, one of whom, Ms Gwennaelle TOUZALIN of France, is the Activity Leader.
- A Consultant, Mr Ian FRASER, is responsible for the day-to-day coordination of the vehicle lifts activity;

The activity concerns the following types of vehicle lifts:

- Two-column (two-post) vehicle lifts,
- Scissor vehicle lifts.

The market surveillance authorities of the following 9 Member States are participating in the JAMach14 vehicle lifts activity: Belgium, Denmark, France, Ireland, Latvia, Luxembourg, Malta, Sweden, The United Kingdom.

#### 2. Requirements and standards for vehicle lifts

The activity will involve the inspection and testing of vehicle lifts in order to check their conformity with the applicable essential health and safety requirements of Annex I to the Machinery Directive 2006/42/EC, with particular reference to the specifications of the harmonised standard EN 1493:2010 - *Vehicle lifts*.

#### 3. Requirements for the Contractor

PROSAFE is calling for an inspection body or an independent expert (“the contractor”), established in the EEA, to provide technical support for this task.

The contractor shall fulfil the following requirements:

- Qualification and experience in the fields of conformity assessment, inspection and testing of vehicle lifts;
- Thorough knowledge of the essential health and safety requirements of the Machinery Directive and of the relevant harmonised standards;

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<sup>1</sup> <http://www.prosafe.org/>

- Full independence from manufacturers, importers or other economic operators in the market for vehicle lifts;
- Excellent mastery of the English language.

An inspection body shall be accredited for the inspection and testing of vehicle lifts according to the standard referred to in section 2. An independent expert shall provide detailed proof of his or her qualifications and experience.

The contractor shall also meet the relevant requirements set out in Annex 1 entitled “Additional Information”.

The contract will be signed under Belgian or Dutch legislation.

NOTE: Since vehicle lifts are listed in Annex IV to the Machinery Directive, they may be subject to one of the conformity assessment procedures involving a notified body. If a contractor is a notified body for vehicle lifts, in order to avoid any potential conflict of interest, the body shall not inspect vehicle lifts for which they have carried out an EC type-examination according to Annex IX of the Directive or for which they have assessed the full quality assurance system of the manufacturer according to Annex X of the Directive.

#### **4. Inspection and testing tasks**

Selected models of vehicle lifts will be identified by each of the participating market surveillance authorities on their territory. The participating authorities will carry out checks on available documents and markings and communicate the results to the contractor.

The contractor will travel to each of the Member States concerned and accompany national inspectors during the inspection and testing of the selected machines. The contractor shall act as a technical advisor to the national inspectors, who may not be specialists in the area of vehicle lifts.

The information needed to identify the vehicle lifts, the results of the checks on documentation and markings and the outcome of the inspections and tests carried out by the inspection team will be recorded using a common checklist developed by the project group, in cooperation with the contractor.

The inspections are expected to be carried out during the second half of 2016 and the first half of 2017. Flexibility may be needed with respect to timing.

#### **5. Programmes of verifications and tests**

For each of the types of vehicle lift referred to in section 1, candidate contractors shall propose programmes of verifications and tests in order to effectively check the aspects of the vehicle lifts that are most important for safety. Tests that are potentially destructive shall be avoided. The candidate shall also indicate what equipment may be needed to carry out the proposed programmes. The project group will select the most appropriate programmes.

Within the budget available, it is foreseen to inspect and test 100 models of vehicle lift, however, this number may be modified in light of the programme of verifications and tests selected and the cost. The precise number of machines of each type to be inspected will be determined by the Coordinator.

#### **6. Meetings and reporting**

Before the start of the inspections and testing, the contractor shall participate in a meeting of the project group in order to finalize the checklist referred to in section 4 and agree on the modalities of the inspections.

The contractor shall draw up an inspection report in English for each model of vehicle lift inspected and tested, based on the checklist referred to in section 4. The report shall indicate the results of all the measurements, verifications and tests carried out. All non-conformities shall be fully explained and documented by drawings or photos.

The accuracy, precision and quality of the inspection reports is crucial since they will be used by the market surveillance authorities when taking appropriate follow-up action to deal with non-compliant products.

In addition, the contractor shall provide an overall summary report in English, indicating the outcome of the verifications and tests for all of the models of vehicle lifts inspected and

tested and including the results of the checks on documentation and markings carried out by the participating authorities.

After the inspections have been completed and the test reports referred to in paragraph (b) have been communicated to the participating authorities, the contractor shall participate in a meeting of the project group in order to discuss the outcome of the verifications and tests. The contractor is expected to provide indications on the risks associated with the non-conformities detected.

Following this meeting, the contractor shall be available until the end of the contract to answer questions about the verifications and tests carried out sent by e-mail by the participating authorities or by the Coordinator, in particular, in light of comments received from economic operators during the follow-up phase.

## 7. Prices

Candidate contractors shall make an estimate of the time needed per model of vehicle lift for the execution of the programmes of verifications and tests referred to in section 5 and the reporting tasks described in section 6 and provide a quote for a daily rate in Euros, including VAT. A table for the presentation of the time needed and the daily rate is provided in Annex 2.

The quote shall not include travel, hotel and subsistence expenses, which will be reimbursed on the basis of the scales used by the European Commission.

## 7. Tenders and selection

Candidates must send tenders describing their qualifications and experience in line with the requirements listed in section 3, setting out the programmes of verifications and tests referred to in section 5 and explaining in detail how they propose to carry out the tasks.

An initial selection will be made, based on the tenders received. Before the final selection, a meeting between representatives of the Joint Action and certain candidates may be organised.

The selection will be based on the following criteria:

- Experience of conformity assessment, inspection and testing of vehicle lifts;
- Accreditation for testing vehicle lifts according to the relevant standards or appropriate proof of qualifications and experience;
- Relevance of the proposed test programmes;
- Daily rate including VAT (PROSAFE does not accept the reverse charge method);
- General impression of the candidate's ability to carry out the tasks.

Tenders shall be sent as soon as possible by post, to the following address:

PROSAFE Office,  
Avenue des Arts 41,  
B-1040 Brussels, Belgium  
and by e-mail to [info@prosafe.org](mailto:info@prosafe.org)

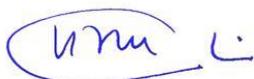
The e-mail shall be copied to the Coordinator, Ian FRASER: [ianfraser.safety@gmail.com](mailto:ianfraser.safety@gmail.com)

Tenders received after 17 h 00 on 13 May 2016 (Time Zone: UTC +2) will NOT be accepted.

## 8. Further information

Further information regarding the tasks and the selection procedure can be obtained by e-mail from the Coordinator for the Joint Action, Ian FRASER: [ianfraser.safety@gmail.com](mailto:ianfraser.safety@gmail.com).

With best regards,



Nicolaas Olie  
Executive Director

## ANNEX 1 - Additional Information

### 1. Management requirements

- 1.1 It is the responsibility of the contractor to carry out its inspection and testing activities in such a way as to meet the respective requirements of the tender specifications.
- 1.2 The contractor shall have the necessary managerial and technical capacity and resources to carry out its duties.
- 1.3 The contractor shall ensure adequate supervision of inspection and testing staff.
- 1.4 The contractor shall establish and maintain procedures for the review of requests. The policies and procedures for these reviews leading to a contract for inspection and testing shall ensure that the contractor has the capability and resources to meet the requirements.
- 1.5 Any differences between the request and the contract shall be resolved before any work commences.
- 1.6 The project Coordinator shall be informed of any deviation from the contract.
- 1.7 The contractor shall establish and maintain procedures for the identification, collection, indexing, access, filing, storage, maintenance and disposal of quality and technical records.
- 1.8 The contractor shall have procedures to protect and back-up records stored electronically and to prevent unauthorized access to or amendment of those records.

### 2. Technical Requirements

- 2.1 The contractor shall ensure the competence of all who operate specific equipment, perform inspections or tests, evaluate results, and sign inspection and test reports. When using staff undergoing training, appropriate supervision shall be provided. Personnel performing specific tasks shall be qualified on the basis of appropriate education, training, experience and/or demonstrated skills, as required.
- 2.2 All equipment used for inspections or tests shall be calibrated before being put into service.
- 2.4 The contractor shall have the equipment and expertise necessary to determine the physical characteristics of the vehicle lifts.
- 2.5 The contractor should have adequate experience in the field of physical / mechanical inspection and testing and appropriate measuring of features of vehicle lifts.
- 2.6 The contractor should have experience in performing inspections and tests related to vehicle lifts and interpreting the results.