

JOINT MARKET SURVEILLANCE ACTION ON HELMETS

Supported by DG SANCO - Consumer Affairs
Agreement No: 2009 82 02 (Helmets 09)

Final Implementation Report

Covering the period 1st December 2009 – 31 December 2010



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TABLE OF CONTENTS

Table of Contents.....	1
Introduction.....	2
1 Background Information.....	4
1.1 Summary of Project Description.....	4
1.2 Other Background information.....	8
2 Activities Undertaken in the Joint Action.....	11
2.1 Overview of Activities.....	11
2.2 Meetings.....	13
2.3 Activities Undertaken at the National Level.....	15
2.4 Activities Undertaken by the Coordinating Body.....	17
2.5 Dissemination activities.....	21
2.6 Awareness-Raising Activities.....	22
2.7 Outreach to China.....	23
2.8 Differences between Work Program and Activities Actually Undertaken.....	25
3 Participants in the Joint Action.....	28
3.1 Planned and Actual Involvement of Participants.....	28
3.2 Activities to Balance the Participants' Participation.....	29
3.3 Differences between Foreseen and Actual Participation.....	30
4 Results of the Joint Action.....	33
4.1 Introduction.....	33
4.2 Results from Member States' Market Surveillance Activities.....	33
4.3 Results from Laboratory Tests.....	35
4.4 Analysis of Results – Lessons Learned.....	38
4.5 Differences between Foreseen Results and those Actually Achieved.....	42
5 Financial Analysis.....	44
5.1 Budget and Actual Expenses.....	44
5.2 Differences between Budget and Actual Expenses.....	44
Bibliography.....	49
Annex A Timeline of the Joint Action.....	50
Annex B Checklists.....	51
Annex C Information sheet for customs and Appreciation Questionnaire.....	58
Annex D Press releases.....	65
Annex E Deliverables.....	67
Annex F Overview of involved people.....	69

INTRODUCTION

This is the Final implementation report prepared for the Joint Market Surveillance Action on Helmets. In accordance with the Grant Agreement the report is due on 31 December 2010 and it shall provide a concise overview of the Joint Action.

In accordance with Annex III in the Grant Agreement [1] the report includes the following information:

Activities undertaken in the Joint Action:

- All activities undertaken throughout the Joint Action, including awareness-raising and dissemination activities are described in chapter 2. Awareness-raising activities are described in chapter 2.6. Dissemination activities are described in chapter 2.5.
- The report makes a distinction between coordination activities and activities undertaken at national level by the participants. Coordination activities are described in chapter 2.4 and activities undertaken at national level by the participants are described in chapter 2.3.
- Explanations for any differences between the foreseen activities and the work program and those actually undertaken are explained in chapter 2.8. This chapter also includes an overview of additional activities undertaken that were not foreseen in the agreement.

Participants in the Joint Action

- A description of how the participants have been involved in the Joint Action and what activities they have undertaken is presented in chapter 3. The description of how a balanced participation between the different organisations was achieved is presented in chapter 3.2.
- The report shall also present an overview of all organisations and persons (by organisation) who participated in the execution of the Joint Action indicating the days worked and their professional category. This overview is found in Annex F. Differences between the foreseen participation in the Joint Action and those actually realised are explained in chapters 3.1 and 3.3

Results of the Joint Action

- A description of the results of the Joint Action and how they have contributed to the overall objectives, distinguishing between results at a global and national level is presented in chapter 4. Differences between the expected results and objectives of the Joint Action, and those actually achieved, are explained in chapter 4.5. This chapter also includes an overview of additional results that were not foreseen in the Grant Agreement and recommendations for future market surveillance actions.

Included within the final report is the financial statement which provides an overview of all expenditures as well as a breakdown per participant. According to the Grant Agreement this final report includes explanations for any deviation from the budget as laid down in the Grant Agreement. Details of these can be found in chapter 5.2.

The Joint Action has been executed under the 2009 call for tender. Thus, the reporting requirements may differ from actions granted under the call for tenders outlined in other years.

1 BACKGROUND INFORMATION

1.1 Summary of Project Description

(The full plan can be found in [1].)

1.1.1 *Title of the Joint Action*

Joint Market Surveillance Action on Helmets

The Joint Action was supported financially by the European Commission under Grant Agreement No: 2009 82 02 (Helmets 09).

1.1.2 *Participating Member States*

The application for the Joint Action was signed by Stichting PROSAFE and 11 Member States (Cyprus, Czech Republic, Germany, Iceland, Latvia, Lithuania, Norway, Slovenia, Spain, Sweden, The Netherlands).

It has to be noted that, according to the agreement, The Netherlands partially followed the action, attending several project meetings and delivering comments and support, although their participation did not include the visits for verification and selection of samples.

The applicant body that also took overall responsibility for the Joint Action was Stichting PROSAFE, the legal body behind PROSAFE. (The PROSAFE organisation is an informal cooperation between product safety enforcement officers in Europe.)

The coordination of the project was subcontracted to an independent consultant, Fabio Gargantini. Issues related to the daily management of the project were discussed between the Project Leader Aleksejs Niscaks from Latvia and Fabio Gargantini.

1.1.3 Budget

The total budget cost for this project was as displayed in the following table

	Amount [EUR]
Estimated total cost of the project	319,859.57
Financial contribution of all participants together	96,865.67
Other sources of funding already secured	0.00
Subsidy requested from EAHC	222,993.90
Subsidy requested from EAHC (in %):	69.72%

1.1.4 Primary Objective

The primary purpose of the Joint Action was to ensure that helmets placed on the EU market are safe and carry the appropriate warnings and instructions.

This is not only in line with the PPE Directive but is also linked to the fact that:

- Producers must only place safe products on the market (GPSD article 3)
- Member States must ensure that producers only place safe products on the market (GPSD Article 6)
- The means employed to do this by the Member States through their market surveillance activities (This is elaborated within Article 8 & 9 of the GPSD)
- The effect of the action will be increased by providing coordinated activities between Member States through exchange of information on sampled products, test methods, test results and other relevant procedures and practices. (This is the requirement of GPSD, Article 10).

Thus, the main deliverable of the project was intended to draw attention to, and present information about, the amount of unsafe helmets presently available on the European market.

1.1.5 Secondary Objective

The secondary objective of the Joint Action was to gather further experience related to best practice techniques by running a Joint market surveillance action that involves many Member States, i.e.:

- Selecting test samples and sample size and performing testing to determine whether cheap imported products imply a higher risk, and if this were to be the case, could the results be used for cooperation with customs in this field;
- Promotion of a harmonised approach to the market surveillance and enforcement of the safety requirements for helmets.
- Promotion of cooperation between the market surveillance authorities and between the market surveillance authorities and Customs.
- Acquiring additional experience with the execution of a joint market surveillance and enforcement action with participation of a significant number of Member States.

- Establishing an overview of economic operators who place helmets on the EC market.
- Establishing testing criteria and procedures for joint testing.
- Identifying possible potential for improvement of the relevant standards
- Identifying any traces of Dimethyl Fumerate (DMF) in helmets, particularly in equestrian helmets.

1.1.6 Deliverables of the Joint Action

The primary purpose of the Joint Action was to ensure that helmets placed on the EU market were safe. Thus, the main deliverable of the project was intended to bring about a significant reduction in the amount of unsafe helmets on the European market.

The aim of this project is to execute a Joint Action and thereby increase the awareness of cross-border market surveillance and its ability to serve as an efficient barrier against those products that are marketed as identical/similar products throughout Europe.

Secondly, the project aims to continue the change in perception of such actions from isolated events that attract considerable attention into activities that are included in the planning of national authorities.

Furthermore, the project aims to develop the exchange and implementation of best practices between the Member States. Experiences will be exchanged and shared with participants from the EMARS II project.

The expected outcome is to ensure a significant reduction of a number of non-compliant helmets on the European Market. This falls in line with the Commission's third main objective over the period 2007-2012 – "to effectively protect consumers from the serious risks and threats that they cannot tackle as individuals. A high level of protection against these threats is essential to consumer confidence".

The progress in the project can be monitored using the following indicators:

- The share of non-compliant helmets that is found on the European market.
- The share of non-compliant helmets that is imported to Europe.
- The share of non-compliant helmets that is produced in Europe.

1.1.7 The Activities of the Joint Action

The activities of the Joint Action were divided into three stages:

- First stage January 2010 – March 2010
Although the Joint Action officially started on December 1st 2009, due to delays in the finalisation and signature of the Grant Agreement the activity began on January 1st 2010. The first stage comprised the kick-off of the Joint Action including establishing the first initial overview of the market and the contacts with stakeholders that could be identified. Procedures and reporting forms were developed and experiences from previous actions in the Member States were collected. Furthermore, an initial monitoring of the market was carried out. The market surveillance activities began in March.
- Second stage April 2010 – July 2010.
A call for tender to assess the laboratories' capacity to perform the tests in the Joint Action was prepared and more than 40 laboratories were detected using the Nando website ¹. These laboratories were contacted and invited to submit a tender. The tenders received were analysed by a group of experts in the Joint Action. The market surveillance activities continued during the period April to July. Potentially non-compliant helmets were selected to be sent to the laboratory for testing.
- Third stage July 2010 – November 2010.
The tests were carried out at the selected laboratory and the results were collected, discussed with the members and disseminated by the coordinator. The Joint Action was completed and the participants issued a final report with conclusions and recommendations from the activities. A half-day workshop was organised on 15th November 2010 to disseminate the results.

In the frame of the Joint Action, 367 models of helmets were examined and 40 models were tested at the laboratory.

¹ <http://ec.europa.eu/enterprise/newapproach/nando>

The Joint Action was coordinated with the EMARS II project which is also facilitated by PROSAFE. A number of tools, methods and practices that have been described or developed in the context of the EMARS II project (and its predecessor EMARS I) were used in the Joint Action and experiences were reported back to the EMARS II project; Task A, Task B, Task C and, in particular, Task H. Task A deals with further development of the best practices, Task B develops best practices for Joint Actions, Task C is involved Risk Assessment and Task H is involved in the relationships between Market Surveillance bodies and Notified Bodies/Expert Testing Laboratories.

The Joint Action also included activities to encourage those Member States that were not in the financial scheme of the Joint Action and activities to liaise with the European Commission and stakeholders, such as the European Association of helmets manufacturers, the consumer organisations and the standardisation organisations.

1.2 Other Background information

1.2.1 The European Market

It has to be noted that due to the extreme fragmentation of the market and the difficulty of finding manufacturers or retailers associations that deal specifically with the helmets covered by the Joint Action (leisure helmets for skiing, biking, horse riding and child protection), it was difficult to obtain objective data on the market trends.

Some basic information collected on the market situation showed that a significant share of the helmets on the markets in the participating Member States is imported. It is estimated that approximately 65% of all helmets on the European market, as a whole, are imported from outside the European Union. The main exporters are China and Taiwan.

The other helmets available on the markets in the participating Member States are produced inside the EU. The eleven Member States that participated in the Joint Action have indicated that the majority of the helmets in their national markets that are produced inside the EU are domestically produced or imported from Italy, Germany, Czech Republic and Spain.

Many helmets are imported even though they appear to be domestically produced. Some members have reported that the majority of helmets imported to their countries are designed in their countries and sold under a domestic or a well-known international brand.

In some Member States imported helmets are sometimes sold under anonymous brand names. This makes traceability very difficult (if at all possible) for the market surveillance authority.

1.2.2 Risks and Accidents

There is a general concern among experts because helmets present several serious risks for all types of user, and particularly for children because the protection against impact is sometimes insufficient.

Recent skiing accidents have drawn the public's attention to the broader question of wearing helmets, and in some countries the wearing of ski helmets is already mandatory or at least highly recommended.

There are still a great many head injuries that occur when using leisure helmets in other sports such as snowboarding, skateboarding, horse riding and bike riding.

Likely hazards presented by helmets may include:

- Incorrect or incomplete marking and information.
- Reduced field of vision
- Limited shock absorbing properties
- Limited mechanical resistance
- Retention system properties including chin strap and fastening devices ill-suited to be resistant to specific strengths

Limited protection given by helmets can cause very serious and even fatal accidents.

In addition, and as a collateral investigation, the project was intended to discover any traces of Dimethylfumarate (DMF) in helmets, particularly in equestrian helmets.

The presence of such substance can cause severe allergic reactions in consumers, because of its use in sachets which may be labelled as fungicide, desiccant or mould-proof, or may simply have been applied directly to the material itself. This applies particularly to equestrian helmets.

1.2.3 Regulation and Standardisation

Safety of helmets falls under the General Product Safety Directive and Personal Protective Equipment Directive which requires that producers may only place safe products on the market. For all the types of products covered by the Joint Action this can be presumed to be the case if the product complies with a standard, the reference of which is published in the Official Journal of the European Union.

Safety provisions for the helmets are covered by the following standards:

Type of helmet	Standard
Skiing	EN1077:2007 "Helmets for alpine skiers and snowboarders" [2]
Cycle	EN 1078: 1997/A1:2005 "Helmets for pedal cyclists and for users of skateboards and roller skates" [3]
Children	EN 1080:1997/A1:2002/A2:2005 "Impact protection helmets for young children" [4]
Horse riding	EN 1384:1996/A1:2001 "Helmets for equestrian activities" [5]
Dimethylfumarates	COMMISSION DECISION of 17 March 2009 [6]

1.2.4 The European Situation before the Joint Action

Some of the participating Member States had undertaken market surveillance activities on helmets before the Joint Action began.

- A project from 2008 carried out by the Consumer Rights Protection Centre of Latvia covered skiing helmets.

In the frame of the project, 52 different models were inspected and 10 models were tested in the laboratory. Three models had no CE marking and 33 models did not include any instruction for use at all, or the instructions were not translated into Latvian. 6 models out of 10 helmets tested were found to be inadequate as regards the safety standards; and had the following shortcomings: the strike absorbing levels of helmet in low temperature exceeded the standard, insufficient retention system strength, low resistance to mechanical shocks.

- A project from 2009 carried out by the Baltic Sea Market Surveillance Network that focused on bicycle helmets by checking some basic characteristics.

1.2.5 The International Situation

Safety in helmets is also regarded as an issue in other territories.

The US Consumer Product Safety Committee (CPSC) maintains a website with recalls undertaken by US importers and manufactures.

Five recalls in the period 2004-2008 concerned helmets; three of these recalls were due to insufficient mechanical resistance and two were due to insufficient retention system strength.

In addition, the Consumer Products Safety Commission (CPSC) is seriously concerned that, from a National Bike Helmet Use Survey carried out in 1999, it emerged that half of all bike riders do not regularly wear a helmet, which is the single most effective protection against head injury. Out of this survey it was also indicated that about 38% of adult bike riders regularly wear a bike helmet and about 69% of children under 16, as reported by their parents, regularly wear a bike helmet while riding a bike. Based on this survey CPSC stressed the fact that all bikers, in particular children under 16 years, should wear a safe helmet and, to support this initiative they published a bicycle helmet standard that is mandatory, by federal law, for helmet manufacturers to meet or exceed, in order to sell a helmet for bicycle use in USA.

In Australia, a mandatory standard for bicycle helmets came into effect on 9 August 1989 and was last amended 15 December 2009. It covers design, construction and safety marking requirements for bicycle helmets.

2 ACTIVITIES UNDERTAKEN IN THE JOINT ACTION

2.1 Overview of Activities

This chapter presents all activities undertaken in the Joint Action. A timeline of the action can be found in Annex A.

Detailed descriptions of some of the activities are found in chapters 2.2 to 2.6.

- Project management activities
 - Select consultant

The first activity in the Joint Action was to select a consultant to manage and coordinate the Joint Action. This was done by Stichting PROSAFE, which drew from its pool of the consultants, and appointed an individual. This consultant was then engaged and a contract was drawn up for signature.
 - Management of the Joint Action

The consultant developed a note with a timeline and important dates with an overview of the financial situation. The documents relevant to the administration of the project were discussed at all meetings of the project group.
 - Interim report

One Interim technical implementation report was produced. It covered the period 1st December 2009 – 30th June 2010.
 - Filing of documents

A document depository has been created on the EMARS WebEx website where all documents produced by the Joint Action are stored.

- Project Meetings

The Joint Action has organised five project meetings over the course of the period concerned. Stakeholders were invited for two of the meetings: during the initial phase and at the final workshop. The consultant has produced invitations, agendas, minutes, lists of participants and presentations for the meetings. More information on the meetings can be found in chapter 2.2.1.

- Selection of test laboratories

A call for tender was prepared and issued and quotations were received and assessed. The outcome of the call for tender process resulted in selecting the laboratory SP Sveriges Tekniska Forskningsinstitut –SP Technical Research Institute of Sweden. A contract was drawn up and signed.

More information can be found in chapter 2.4.1.

- Exchange of information on inspected helmets
 The coordinator drafted an inventory of the helmets that had been assessed by the participants at the inspected sales premises and of the helmets that were tested. The inventory included data on manufacturers, importers and distributors of the helmets and also gave an indication of the shortcomings found in shops, and concerning marking and instructions. The inventory also included some tools for the search and enquiry of data together with an indication of types and number of samples selected for testing. An additional inventory was developed, after the conclusion of the tests, on the outcome of the tests.
 A short description of the procedure and the inventory is given in 2.4
- Coordination of tests, sampling of helmets
 Specific forms for doing inspections on the spot and sampling were issued. Instructions for submission of helmets to the laboratory were developed.
 More information can be found in chapter 2.4.2
- Testing
 Testing of 40 helmets representing all the types of helmets covered by the Joint Action (see chapter 1.2.3) was conducted.
- Some questions were discussed in the frame of the project and were reflected in the Q&A form that was developed for this purpose and was uploaded in the WebEx repository concerning the Joint Action, for the benefit of all participants. It was kept up to date including any further clarification that was needed in the execution of the project.
- Drafting and updating of miscellaneous documents
 The Coordinator has produced a number of documents to capture the conclusions from the Member States' discussion of important subjects:
 - Four checklists for assessing the different types of helmets.
 - A Q&A tool to support members giving answers to the most common questions concerning the Joint Action.
 - Several excel tools giving overviews on the products selected, on the products tested, on data concerning the participation of the different members, etc were developed. All these tools allowed for combined searches and enquiries, and were used by all members throughout the whole period of the Joint Action in order to obtain up to date and complete information on the current state of the project.
 - An information sheet concerning helmets was produced and was to be given to Customs and inspection Authorities in the countries where helmets are produced. It contains

information on the legalities, and on the main characteristics that can be assessed to verify that the helmet is compliant with relevant Legislation and Standards.

- At the conclusion of the Joint Action an Evaluation Questionnaire was developed and was distributed to all the members of the Joint Action and to stakeholders to collect their feedback on the Joint Action. It contained a part, to be filled in by Market Surveillance representatives with the aim of collecting information on actions undertaken in their country on non-complying helmets.

- Awareness-raising and outreach activities

Presentations of the Joint Action was made at the PPE ADCO in April 2010 and at events organised by PROSAFE.

The Joint Action had two meetings with stakeholders in connection with project group meetings.

Activities were undertaken to attract Member States outside the Joint Action.

More information can be found in chapters 2.5 and 2.6

- Dissemination activities

Contributions (“articles”) about the Joint Action were produced in the PROSAFE newsletter and in two specific press releases.

2.2 Meetings

2.2.1 Project Meetings

Five project meetings have been organised by the Joint Action as planned in the original project plan:

- 14 January 2010 in Brussels: kick-off meeting

The purpose of the meeting was to present the Joint Action to the participants and to discuss the involvement of stakeholders and the interaction with the EMARS project. Some administrative issues were discussed.

The participants also discussed the details on the types of helmets that had to be covered by the Joint Action and the samples that will have to be selected for each of these types.

In addition, each participant gave a brief update about the situation on the market in their respective Member State, on their views and on which stakeholders could be approached in the frame of the Joint Action

- 9th-10th February 2010 in Brussels: meeting with stakeholders

On 9th February, the participants discussed how to involve the stakeholders in the Joint Action, the samples to be selected and the criteria for selection.

Contributions and experiences from the participants on activities carried out on helmets were also discussed at the meeting, together with views and proposals from stakeholders on matters to be considered in the Joint Action.

The participants continued the discussions on how best to approach the laboratories for the tests, and it was agreed that all laboratories that were indicated as 'Notified Bodies' for the tests on helmets in the "Nando" website will be contacted when the call for tender is circulated.

It was agreed that the Project Coordinator would prepare a draft for a call for tender, sending it to all members in the Joint Action for checking and to obtain their comments.

On February 10th during the meeting with stakeholders, detailed discussions were held taking advantage of their knowledge of the market and of the standards to be applied for testing. This discussion was very useful to better target the scope of the Joint Action and the main matters to be covered.

- 24 May 2010 in Brussels: Interim meeting

This meeting included a general overview of the situation of the Joint Action. During the meeting, there was a detailed discussion on how to proceed with the samples selection, defining which type of helmets, amongst the four types covered by the Joint Action (bicycle helmets, impact protection helmets, equestrian helmets, skiing helmets) would be selected and by which member.

The most important part of that meeting was the evaluation of the tenders received from laboratories and a selection of suitable laboratories charged to perform the tests. This was based on a matrix that was prepared by the Project Coordinator summarising the contents of the tenders received. In order to have an objective evaluation, specific acceptance criteria were considered:

- answers/tenders received by a set deadline;
- laboratory able to perform all required tests for all types of helmets;
- laboratory accredited according to ISO/IEC 17025 and a Notified Body for the products concerned;
- total costs for testing a maximum of 40 models (including VAT) and for participation to one meeting for the Joint Action in Brussels is less than 40.000 EUR ;
- availability to lead a meeting for the Joint Action group to discuss test results.

- 1st October 2010 in Brussels

The meeting was mainly dedicated to the presentation and discussion of the results of the tests on the 40 helmets that were selected from the Market. A representative of the laboratory that performed the tests attended the meeting to give support and provide information about the correct evaluation of the results.

Other matters that were discussed at the meeting concerned the contents of the first press release that was issued at the end of October, the preparation of the final workshop and an overview of the administrative matters.

- 15th November in Brussels – Final Workshop

The meeting was dedicated to the presentation of the results of the Joint Action and it was also attended by representatives of the DG SANCO division of the European Commission and by stakeholders.

It has to be noted that the majority of information was exchanged by email, thus allowing to minimise the costs of the project, but to still maintain a high level of information exchange. The Project Coordinator acted as the point of contact through which information was disseminated.

In the frame of the Joint Action and to limit the burdens and the expenditures for participants several types of information were exchanged and several discussions took place utilising phone/web based tools.

2.2.2 Other Meetings Attended within the Framework of the Joint Action

Representatives from the Joint Action attended the following meetings and events:

- PPE ADCO, Brussels, 28 April 2010;
- The PROSAFE meeting, Malta, 29 - 30 May 2010;
- The PROSAFE workshop. Brussels 16th-17th November 2010
- The Risk Assessment Seminar 2010, Brussels 3rd December 2010

Further to this, the Project Coordinator participated in several Core Group meetings organised under the EMARS II projects.

2.3 Activities Undertaken at the National Level

2.3.1 Reporting of Data

The main activity that the Member States undertook at a national level in the context of the Joint Action on helmets was market surveillance performed through inspections in retail shops and at wholesalers, importers and manufacturers.

The Member States reported on their activity in several ways.

- They submitted information on individual (non-conforming) helmets by making use of the specific checklists developed in the frame of the project; this information went into the overview of non-conforming helmets for the benefit of the other participants.
- They reported statistical information about the number of inspections, helmets checked, etc. on a periodical basis. Data from both sources have gone into the analyses in this chapter.
- They gave a feedback on the Follow-Up initiated at their country level on products that were found to be non-compliant after verifications “on the spot” and after testing.

The detailed results from the Member States’ inspection activities can be found in the tables under 2.3.3, whilst the information concerning actions taken at the country level is given in Chapter 4.

2.3.2 Involvement of Customs

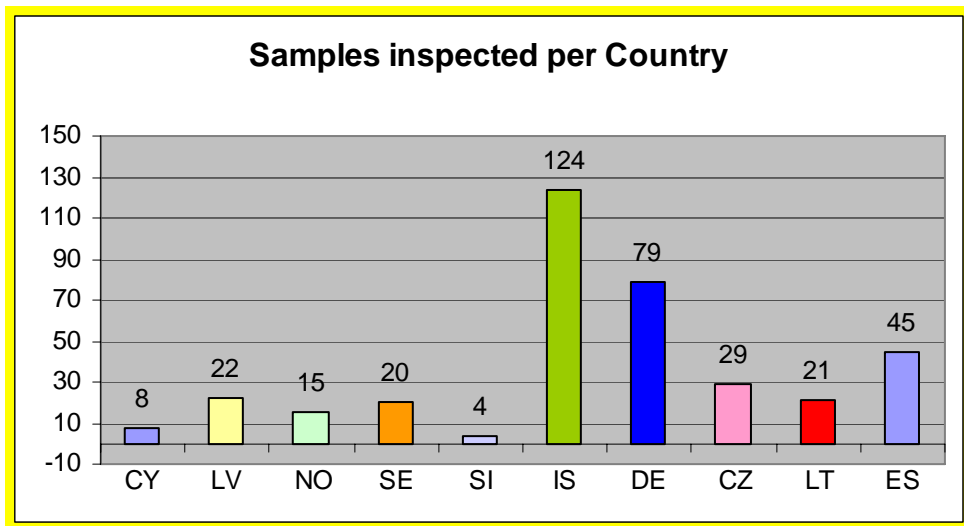
Considering the specific frame of the Joint Action and the limited time available, it was decided that the inspections would concentrate on the retailers, as covered in this report.

Although the project did not envisage specific participation by Customs officers, they will still be indirectly involved. Given that part of the focus will be on imported products, any products coming in from the EU borders, that are suspected to be defective, may ultimately need to be identified and held back by Customs officers. This will trigger the market surveillance authorities who will then assess the product and take a final decision as to whether such a product can be placed on the market or not.

In addition, as part of the deliverables of the project, an information sheet concerning helmets was produced to be delivered to Customs and to inspection authorities in the Countries of production of helmets. It contains information on the legal basis and on the main characteristics that can be assessed to verify the basic compliance of the helmet to the relevant Legislation and Standards. The Member States plan to contact the Customs to check whether it is possible to make use of the information sheet together with the checklists, (which will be eventually simplified), to increase the level of control on imported helmets.

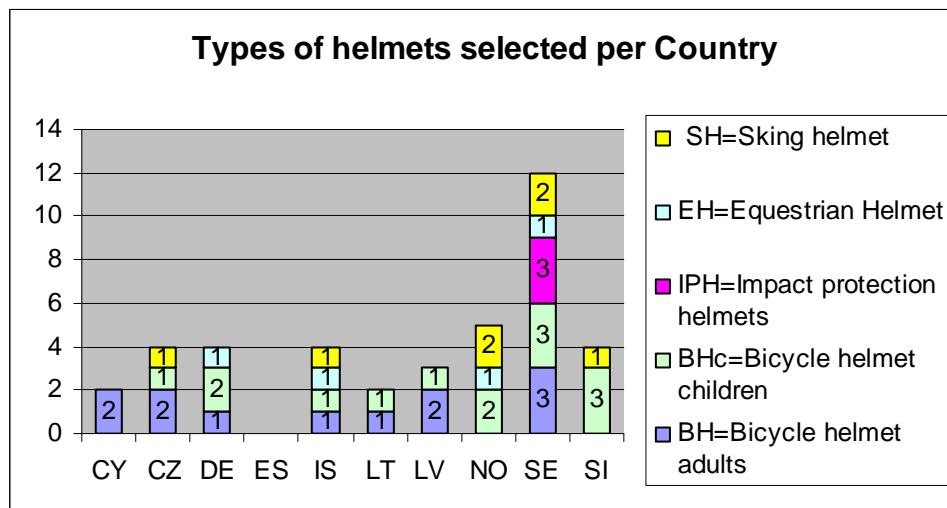
2.3.3 Statistics on Market Surveillance Inspections

The market surveillance authorities have been actively carrying out inspections in the market in the period March-July 2010. This has occurred mainly at retailers, as shown in the following figure, where the number of market surveillance inspections carried out is indicated.



The figure shows that a total of 367 samples have been verified out by market surveillance authorities in the Joint Action. In the frame of the inspections carried out, several of the participating Member States indicated that their domestic markets are composed of a few large distributors and some small shops. In some cases, brand owners operate their own outlets or chains, which means that even major operators can be efficiently targeted through visits to retail stores.

Furthermore, samples of the models that were considered suited to be subjected to testing were to be sent to the laboratory. The models selected were divided per the types of helmet covered by the Joint Action, as indicated in the following graph:



2.4 Activities Undertaken by the Coordinating Body

This chapter includes coordination activities and coordinated activities undertaken by the coordinating body.

2.4.1 Selection of Laboratories

The plan for the Joint Action anticipated that a number of tests should be undertaken at the same laboratory. The potential benefits for the participants are primarily financial, as it should be possible to negotiate better prices when the total volume of tests in the Joint Action involves only one laboratory. This will allow a reduction of the transport and dispatch costs for the samples, which can therefore be grouped and sent in as a single batch from each Member State.

The participants in the action agreed that the main source for the collection of laboratory references would be the “Nando” website². In addition, members were asked to provide the contact details of other potential laboratories. The result was that the call for tender was sent to 41 European laboratories on 2 May with the deadline set for 15 May, 2010.

The call mentioned that the selection would be based on eight criteria (experience with the testing of helmets, formal qualifications such as accreditation, price, delivery time, terms of delivery, ability to supply additional services to the Joint Action, ability to assist individual Member States with the testing of helmets in helmets outside the Joint Action, and to gauge a general impression of the laboratory’s ability to undertake the assignment).

Nine laboratories responded by sending in quotations. One of the quotations was received after the deadline, so it was disregarded.

The received quotations were examined by the project group and the PROSAFE core group. They each based their assessment on an analysis matrix and the additional information provided by the Project Coordinator. The result was that the Swedish laboratory, SP Sveriges Tekniska Forskningsinstitut -SP Technical Research Institute of Sweden, was chosen to do the testing. The selected testing laboratory is accredited to test according to all the standards covered by the Joint Action, was found to be capable of completing the assignment and offered the most competitive tests prices.

The Joint Action entered into a contract with the laboratory on 5 July, 2010.

2.4.2 Testing

The participants also discussed the scope for laboratory tests.

A decision was taken to use the laboratory for the most significant technical tests, whilst the verification of marking and instructions for use was performed directly by the Inspector “on the spot”. This also offered the advantage of providing a correct understanding of the language used for the marking, explanation of the instructions and their application.

Testing was undertaken in the following way:

² [http://ec.europa.eu/enterprise/newapproach/nando/Directive:89/686/EEC Personal protective equipment>EC Type examination Art. 10>Equipment providing head protection](http://ec.europa.eu/enterprise/newapproach/nando/Directive:89/686/EEC%20Personal%20protective%20equipment%20EC%20Type%20examination%20Art.%2010%20Equipment%20providing%20head%20protection)

- The individual authorities sent the selected helmets to the laboratory together with their identification in accordance with the instructions agreed by the coordinating body.
- When the tests were completed the test reports were sent to the coordinator and the authority that requested the test. The coordinator uploaded the reports to WebEx to enable the participants to arrange to do a follow up in their home territories.

40 models of the different types of helmet covered by the Joint Action were subjected to tests.

2.4.3 Checklist

The coordinator drafted checklists that a market surveillance inspector or a customs officer could use in their inspections of helmets. The intention was that such an inspection on site might reveal if the helmet would basically conform to the relevant applicable standard, particularly as regards marking and instructions.

In addition, based on the low selling price or insufficient information delivered on marking or instructions - no other suitable evaluation tools could be found on how to detect “on the spot” the quality of helmets - samples should be selected for a more detailed examination and testing in the laboratory.

The checklists that were developed and used in the frame of the Joint Action are in Annex B.

2.4.4 Assessing and Evaluating the Standard

It was agreed that when the participants or the laboratory examined the helmets in the Joint Action, they also needed to verify the correct and harmonised application of the specific standard and if necessary, make modifications or clarifications to the standard itself.

One of the outcomes of activity revealed that the Standards addressed all the needs with clear and well-established requirements and there was no need to ask for any clarification or modification.

When discussing the background of the standards, ANEC “European consumer voice in standardisation” presented the results of a study that showed there could be room for modifying the standards for bicycle helmets to take into consideration impacts at higher speeds than those actually foreseen in EN 1078. It was considered that this matter is not covered by the Joint Action scope and ANEC was invited to submit specific proposals through the usual standardisation process. CEN that was amongst the stakeholders involved in the Joint Action was invited to note the ANEC proposal and eventually to evaluate it in the specific Technical Committee in charge for the mentioned standard.

2.4.5 WebEx Document Depository

A document depository was set up at the WebEx document management system; a system that is also used by the EMARS I and EMARS II projects. All documents produced by the Joint Action and other documents relevant to the scope of the Joint Action were uploaded to this depository.

The documents are accessible to all participants in the Joint Action and to others with access to the EMARS WebEx system.

2.4.6 Administration of Action

The participants discussed an overview of received timesheets, addressed other administrative matters at each meeting, and communicated by email when the need arose. Continuous support in this process was given by the PROSAFE Secretariat and by the Project Coordinator.

This was done to encourage the continuous collection of timesheets and relevant administrative information, during the Joint Action.

2.4.7 Synergies with other PROSAFE Activities

The Joint Action was coordinated with the EMARS II project, and in particular with Task B which works with cross-border material for Joint Actions. In practice, this was done by running a number of training sessions for the consultants and the Project Leaders. During these sessions PROSAFE's approach to managing Joint Actions was presented and discussed. This included a discussion of organising kick-off meetings, organising the cooperation in the Joint Action as a whole, outreach to stakeholders, executing a call for tender to test laboratories and research institutes, project administration, etc. This was done to ensure that the 2009 Joint Actions benefited, as far as possible, from the previous experiences gained by PROSAFE.

To collect best practices and other feedback from the 2009 Joint Actions, PROSAFE identified a person to shadow the Joint Actions and to run the training events. This person participated in some of the kick-off meetings and organised regular meetings between the consultants. Furthermore, the consultants were at liberty to contact him, when necessary to discuss emerging issues. The input received via this channel is being used as input for Task B to adjust and fine-tune the procedures for running Joint Actions.

Three examples where the Joint Action has fed back knowledge and best practices into the EMARS II project are:

- The Joint Action contributed by issuing a checklist for helmets and an information sheet concerning helmets to be delivered to Customs that will be included in the documents under discussion in EMARS II Task A.
- The discussion on how to approach the Risk Assessment in case of the absence of important instructions or misleading instructions/warnings (e.g. a non clear definition of the helmets

characteristics as far ears protection) that may have an impact on the protection of the consumer, which now has been transferred to Task C to be considered as a possible case study on how to approach the Risk Assessment for these situations.

- The experience gained in analysing data from the “Nando” website and eventually improve areas in the definition of competence, and on the relationship with Notified Bodies/accredited laboratories will be transferred to EMARS II Task H

The Joint Action was coordinated with the EMARS II project. The participants have been presented for the best practices on planning and implementation of market surveillance projects that were described by EMARS WP3 in “The book”[7] and were encouraged to report back their experience from their application of these practices in their national projects.

2.5 Dissemination activities

2.5.1 Press Releases

The members of the Joint Action discussed the need to produce press releases and, also considering what is required by the Grant Agreement, agreed that two press releases should be issued in the frame of the Joint Action.

- Press release 1 - October 2010

To raise people’s awareness that the Joint Action on helmets is running and that samples have been inspected/selected and tests have started. The press release stated that a number of accidents occur every year with serious consequences, largely because the helmets fail to meet the basic safety criteria. It also gave some information on how the Joint Action was set up and organised and on the main outcomes that were expected.

- Press release 2 – First months of 2011

The press release will mark the final conference of the Joint Action and the main outcome of it with indications on how to approach the evaluation of helmets on the market. It will describe the main results of the action and will give some recommendations on helmets control, purchase and maintenance.

2.5.2 Meetings where Presentations of the Joint Action have been given

The coordinator presented the contents and the target of the action in the PPE ADCO meeting that was held in Brussels on 28 April 2010.

The results of the Joint Action as discussed during the final workshop and as presented in this document under Chapter 4 will be presented at the next meeting of PPE ADCO in 2011.

2.5.3 Final Workshop

A half-day workshop was organised on the 15 November 2010 to inform interested parties about the results of the Joint Action and to discuss the findings and experiences with stakeholders.

2.6 Awareness-Raising Activities

The Joint Action has undertaken numerous activities to encourage Member States that lie outside of the action. We generally tended to contact them, highlighting the contents and scope of the Joint Action. This includes the promotion and advocacy of the Joint Action during PROSAFE meetings that were held during the period covered by this report.

2.6.1 Member States and other countries outside the Joint Action

In total 11 Member States participated to the Joint Action, 10 Member States were actively and fully involved inside the financial scheme and the Joint Action. One Member State (NL) participated partially in the Joint Action by attending meetings and receiving all the information produced by the Joint Action, but was not involved in the market inspections.

Other Member States were made aware of the Joint Action through information delivered at PROSAFE meetings.

2.6.2 The European Commission

DG SANCO of the European Commission was the most important stakeholder for the Joint Action. Therefore, representatives from DG SANCO were invited to participate in every project group meeting, and progress reports were given to the Commission when requested.

2.6.3 Stakeholders

The Joint Action wanted to involve stakeholders, i.e. businesses, consumers and standardisation. This involvement took place in the form of a meeting with stakeholders that was organised in conjunction with the project group meeting on 10 February 2010 and of the final workshop to which all stakeholders that were identified were invited. Representatives from ACEC (European Association of Helmets Manufacturers), ANEC and CEN attended the meeting in February 2010 representatives from ANEC attended the final workshop. The main purpose of the meetings was to inform stakeholders about the Joint Action and to collect their views and proposals. The participants of the Joint Action also benefited from CEN being present, for the reasons mentioned under item 2.4.4

2.7 Outreach to China

PROSAFE recognised that products manufactured in China may comprise a significant proportion of the products to be tested within the framework of the Joint Action. Accordingly some outreach to China was planned as part of the project.

The Grant agreement specifically makes provision for a mission to China and the budget includes provisions for 2 people to travel to China for a 5-day journey. At the time of drafting the proposal this seemed the most obvious form any outreach might take in respect of which some budget provision needed to be made. The primary purpose of the trip was to present the findings of the Joint Action and the safety requirements for the Chinese authorities and/or manufacturers. The secondary purpose was to gather experiences with surveillance activities in China in cooperation with the Chinese authorities. The agreement does not stipulate any formal deliverables linked to the China activities.

From the beginning it was planned that these activities should be coordinated with the EC-China activities to benefit from their experiences and contacts. It was considered virtually impossible for PROSAFE to create contacts to the Chinese authorities within the short duration of the Joint Action. Therefore the Joint Action contacted the European Commission in September to discuss how the outreach to China could be done. A couple of options were discussed and as a first step the PROSAFE chairman, Jan Deconinck, presented PROSAFE and its activities during the Shanghai summit in October 2010.

It was however also decided that further activities were needed so PROSAFE submitted a proposal for a mission to the European Commission in the beginning of November. The proposal foresaw a combined trip to present the results from the Joint Action on Helmets, the Joint Action on Babywalkers and the Joint Action on Lighters in one mission. It was foreseen that the mission would go to several different regions in China where the major manufactures of the three products were located. One obstacle was that although nearly the half of the models tested were produced in China, it was not possible to trace if they were from a specific area where contacts with relevant inspections authorities could be initiated. Therefore the Chinese authorities were requested to help identifying the specific area.

The proposal was discussed and forwarded to the Commission's Chinese counterparts for them to examine whether such a mission could be organised within the few weeks left of 2010. Unfortunately the Chinese authorities replied back in the end of November that it was impossible due to the limited timeframe and the wide scope of the visit so PROSAFE had to consider other means.

The immediate lesson learned is that it takes quite long time – at least some months – to set up a mission to China. PROSAFE's preparations only involve a limited number of people, but the organisation in China is difficult and time-consuming. Typically such activities would involve several units on the authorities' side. If the activities furthermore include workshops for manufacturers, these must be identified and invited, meeting rooms must be organised, etc. It is foreseeable that the preparations on the Chinese side can well take more than half a year. If the activities moreover are to be linked to scheduled events in the EC-China discussions, more time must be allocated to allow for the necessary synchronisation.

When the cancellation was a reality, PROSAFE decided to apply other means to make available some of the material that would have been presented to the Chinese during the missions as describe below. This material is forwarded to the European Commission so they can present it for their Chinese counterparts to demonstrate what could be put into a European-Chinese cooperation on market surveillance. To this aim the information sheet for Customs in Annex C was also translated into Chinese language. Any future strategy aimed at other producer nations outside the EU must consider a holistic approach seeking to communicate the results of the Joint Actions and the experience gained throughout the supply chain. This may certainly well involve visits to the producer nation but the need to undertake action closer to home, for example in collaborating more closely with customs and in addressing retailers and importers in Europe, must not be neglected and should be integrated within the strategy and work plan for PROSAFE's activities.

Moreover PROSAFE plans to carry out a study visit in 2011 as part of the Joint Action 2010 and the Joint Action on Lighters. This trip is envisaged to include workshops or training sessions for manufacturers and meetings with export authorities to discuss the result from the 2009 Joint Actions as well as preliminary findings and observations from the 2010 Joint Action. Thus the results from the babywalkers action and the helmets action will also be addressed. This reflects how PROSAFE wants to co-ordinate the China activities across all the different Joint Actions into a coherent strategy. In practice it means that any relevant issue from any Joint Action will be addressed whenever PROSAFE is in contact with the Chinese authorities or manufacturers. This must of course be coordinated with the European Commission's activities and activities carried out by individual Member States to maximise any arising synergies.

2.8 Differences between Work Program and Activities Actually Undertaken

The following Table compares the activities foreseen in the work programme as stated in the Grant Agreement [1] to those actually undertaken in the Joint Action.

Planned Activity	Activity Actually Undertaken
Market Surveillance Activities	
Check of helmets at retailers.	367 helmets were inspected at retailers and distributors shops. Please also see chapter 2.3.3
Organise and execute laboratory testing of 40 models of helmets according to EN1077, EN 1078, EN 1080, EN 1348	One laboratory was selected after a call for tender. A contract was signed with the laboratory. Procedures for coordinating tests and submitting helmets to the laboratory were set. 40 models of helmets were sent to the laboratory for testing. Please also see chapters 2.4.1 and 4.3.
Exchange of information on assessed helmets.	The participants reported information that was expected to be of common interest to the project group, to the coordinator before each meeting or when the need arose. Please also see chapters 2.3.1 and 2.6
Coordination Activities	
Experiences from previous actions in the Member States are collected.	At the first project meeting, Member States were invited to report their previous activities with helmets. An overview is given in chapter 1.2.4 All following project meetings included sessions where all participants shared their experiences with the other members, for common discussion and decisions. This allowed Member States with less experience in assessing helmets, to benefit from the Member States with more experience in this field. Most of the information was exchanged by email thus allowing members to save time on travelling to attend meetings and to minimise the costs of the project, whilst still keeping a high level of information exchange. The Project Coordinator served as a central point from which all information was circulated.

Planned Activity	Activity Actually Undertaken
Update procedures, inventories and forms	The following main documents were drafted during the action: <ul style="list-style-type: none"> • Inventory of helmets assessed by the participants. • Instruction for submitting samples to the laboratory. • Checklist for checking helmets. • An Excel based tool for statistical analysis of the inspections done, samples verified and tested, main shortcomings detected, etc. • An information sheet concerning helmets to be delivered to Customs and to authorities in countries where helmets are manufactured
Possibilities for involvement of the Customs are explored.	The Customs will be contacted at the beginning of 2011 to invite them to make use of the information sheet concerning helmets and of the checklist that was used for the inspection of helmets on shops to help them in their assessment of helmets.
Answer questions on coordination issues	A Q&A database on helmets was set up. Questions were answered by the members or by the coordinator. Please also see chapter 2.1
Organise, prepare and participate in 6 meetings	5 project meetings were organised. It was considered that by making use of the normal available electronic and web communication tools the Joint Action could be conveniently managed with 5 meetings instead of the 6 originally foreseen. Please also see chapter 2.2.1.
Organise, prepare and participate in the final workshop	A half-day workshop was held on 15 November 2010. Please also see chapter 2.5.3
Prepare interim report	The technical interim report covering the period from 1st December 2009 to 30 June 2010 was issued 31 August 2010.
Prepare final report	The final technical implementation report from the Joint Action covering the period from 1st December 2009 to 31 December 2010 will be issued by 31 January 2011.

Activities not foreseen in the Original Work Programme

Activity	Detailed description
Checklist for inspections of helmets.	<p>The participants drafted a checklist that a market surveillance inspector or a customs officer could use for the on-site inspections of helmets, to make a preliminary evaluation and to decide if the helmet should be taken for further examination.</p> <p>Please also see chapter 2.4.3 and Annex B.</p>
Q&A document	<p>During the performance of the Joint Action and in particular in the phase of products inspection and selection several questions were raised from participants. They were discussed between the Project Leader and the Project Coordinator and were uploaded on the specific folder concerning the Joint Action under WebEx for the benefit of all participants.</p>
Appreciation Questionnaire	<p>The Project Coordinator drafted an Appreciation Questionnaire that was distributed to all the members of the Joint Action and to stakeholders to collect their feedback on the Joint Action and Follow-Up activities at countries level.</p>

3 PARTICIPANTS IN THE JOINT ACTION

3.1 Planned and Actual Involvement of Participants

Table 1 below shows the planned and actual involvement of each of the participating organisations in the Joint Action. The Table also shows a breakdown of the involvement of the four professional categories of manager, advisor, inspector and support, respectively

Member State		Working days									
		Manager		Advisor		Inspector		Support		Total	
Country Code	Name	plan	actual	plan	actual	plan	actual	plan	actual	plan	actual
CY	Cyprus	6	3	40	20					46	23
CZ	Czech Republic		18			46	49			46	67
DE	Germany			26		20	37			46	37
ES	Spain	12	4	13	5	20	39			45	48
IS	Iceland	16		15		15	38			46	38
LT	Lithuania	20	1	10	4	10	25	6	3	46	33
LV	Latvia	46	40				21			46	61
NL	The Netherlands			6	6					6	6
NO	Norway					46	48			46	48
SE	Sweden	3				42	48			45	48
SI	Slovenia	17	28	5	5	24	38			46	71
	TOTAL	120	94	115	40	223	343	6	3	464	480

Table 1. Planned and actual involvement of the participants in the action.

The Table shows that the total number of days delivered to the Joint Action (+ 3,5%) was nearly in line with what anticipated in the Grant Agreement. A good share of the participating organisations contributed close to the number of days that were expected for the Joint Action. Cyprus and in lower extent Germany, Iceland, Lithuania and Sweden contributed fewer days than foreseen, whereas Czech Republic, Latvia and Slovenia contributed more days. The reasons for these discrepancies are considered below in chapter 3.3

When looking at the professional categories, the Table shows that the level of involvement of Inspectors was more than expected. The involvement of support was not significant and does not need to be commented upon. The involvement of advisors and managers was lower than expected – in the case of advisors even significantly lower - mainly due to the fact that, as mentioned in several

parts of this Report, the main part of the activity was the inspection on site and the consequent reporting of data that was primarily done by Inspectors.

The experience from the work in the Joint Action however, showed that work was carried out by the people who were able to solve the tasks in the best way, irrespective of their professional category. The separation of working days between professional categories was not an issue in the execution of the Joint Action, as long as the work was carried out properly.

3.2 Activities to Balance the Participants' Participation

Balancing the contributions from the participants is a delicate process and cannot be done to guarantee 100% accuracy. The national markets are different and the structure of the Market Surveillance Authorities can also have an influence. Thus, it makes little sense to strive for an absolute balance in the number of days contributed from the individual participants.

The art of balancing out contributions became more a question of ensuring that all Member States participated actively in the action, i.e. attended the meetings, submitted statistical reports, were actively operating in the inspection on the spot, selected samples for the tests, etc. The means for ensuring due contribution from each members were mainly follow-up activities on project meetings and individually.

The project group convened five meetings during the action and the attendance of all the members on all meetings was very positive as shown as follows:

- First meeting: 8 members
- Second meeting: 9 members
- Third meeting: 9 members
- Fourth meeting: 11 members
- Fifth meeting: 11 members

Project management was a standing item on the agendas of each meeting. The participants discussed the financial situation in the action and a Table showing the timesheets from the Member State under this item. (More information can be found in chapter 2.2.1) The idea was to persuade Member States to submit the necessary information as early as possible to the project management and to encourage active participation.

The project management also followed up individually with Member States when necessary. This was done by sending mails to participants in the action and other people in the specific country who were known or associated with PROSAFE activities.

3.3 Differences between Foreseen and Actual Participation

It is foreseeable that there will be some variation between the workload of the participating Member States due to national differences:

- The participating Member States have different population rates and different approaches to the activities that are performed whilst wearing the helmets under the Joint Action (e.g. not all countries are offering skiing resorts) so the size of the helmet markets can be expected to reflect this.
- The non-compliance level (see chapter 4.2.2) would most likely have varied across Europe before the start of the Joint Action, resulting in a greater effort to clean up the market more in some countries than in others.
- Market surveillance is organised differently in the participating countries. This means that a significant part of the work, in some countries, was carried out by organisations outside the action, and the time they took to execute the activity was not recorded.
- A significant number of variations in the members participating to the Joint Action (some members left the authority and new inspectors were added, in addition to those indicated when the Joint Action began and were involved in the inspection activities) may have caused some disruptions in the reporting of the time spent.

The above presumptions were only incorporated into the budget in the Grant Agreement to a limited extent. It was not feasible (or possible) to apportion it differently as this would have required a thorough investigation of the market situation before the project was started. The consequence, though, is that most probably not all the time spent in carrying out the necessary activities in the project have been recorded.

It was also decided in the planning phase to involve The Netherlands to a limited extent thus allowing them to attend meetings and share their experiences without being involved in specific inspection activities.

The differences between the planned and actual involvement for each of the participating Member States is shown in table 2.

Member State	Total		Difference	
	Plan	Actual	Days	%
Cyprus	46	23	-23	-50%
Czech Republic	46	67	21	46%
Germany	46	37	-9	-20%
Spain	45	48	3	7%
Iceland	46	38	-8	-17%
Lithuania	46	33	-13	-28%
Latvia	46	61	15	33%
The Netherlands	6	6	0	0%
Norway	46	48	2	4%
Sweden	45	48	3	7%
Slovenia	46	71	25	54%
Total	464	480	+16	+3%

Table 2. Differences between the planned and actual involvement of the participating Member States.

The contribution for each Member State is, in general, expected to be rather limited; this amounts approximately to 45 working days spread over an action of 13 months. Considering the usual uncertainties in the planning of such an action, differences of 5 – 10 working days should be seen as a normal deviation from the plan. This means that the contributions from all the participants except Cyprus, Czech Republic, Lithuania, Latvia and Slovenia are considered in accordance with the budget.

The explanations for the significant deviations are:

- Cyprus, contribution 23 working days or 50% lower than planned.
The Cyprus authorities expected staff changes over the course of the action. The intention from the beginning was that the Joint Action would also be used to train a new inspector in participating in the Joint Actions.
In addition some of the products that had to be inspected or selected (skiing and snowboard helmets) were not available in Cyprus .
- Czech Republic, contribution 67 days or 46% higher than planned.
As shown in the participants list in Annex F, the CZ Authority involved in the Joint Action much more inspectors than expected, taking advantage of the training possibility given, thus caused a significant increase of the number of working days dedicated to the activity.

- Lithuania, contribution 33 working days or 28% lower than planned.
The main reason for the difference to the budget is due to the limited number of samples inspected and to some problems in the reporting of the time spent on the project.
- Latvia, contribution 15 days or 33% higher than planned. This is due to the fact that one representative from the Latvian Authority acted as the Project Leader with a consequence of an increase of days to duly follow the activity. This was not foreseen when the Joint Action Agreement was set up and signed.
- Slovenia, contribution 71 working days or 54% higher than planned.
Considering the limited amount of samples inspected and selected by Slovenia, the reason of this discrepancy has to be found basically in an overestimation of the time spent when indicating and filling in the reporting sheets.
In addition the time spent in communication and coordination between the different inspectors and between the inspector and their managers involved in the project, due to the structure of the Market Surveillance system in Slovenia where the inspectors are based in different locations throughout the Country, has to be taken into account. Some time was also spent in training the inspectors on the Standards applied for the verification of helmets on shops.

4 RESULTS OF THE JOINT ACTION

4.1 Introduction

The Grant Agreement [1] identifies the following deliverables:

The main deliverable was intended to bring a significant reduction in the amount of unsafe helmets placed on the EU market. The progress in the project was monitored using the following indicators:

- The share of non-compliant helmets that is found on the European market.
- The share of non-compliant helmets that is imported to Europe.
- The share of non-compliant helmets that is produced in Europe.

The primary purpose of the Joint Action was to ensure that helmets placed on the EU market were safe. Thus, the main deliverable of the project was intended to bring about a significant reduction in the amount of unsafe helmets on the European market.

Further deliverables from the project were:

- The final report.
- A half-day workshop to present the main findings and results.

4.2 Results from Member States' Market Surveillance Activities

4.2.1 *Capturing Results from the Member States*

The Member States reported the results of their market surveillance on a periodical basis. They were requested to report the number of helmets checked, the number of non-conforming helmets found with the detail of the relevant non-compliances, referencing the standards, and listing which models were selected for testing.

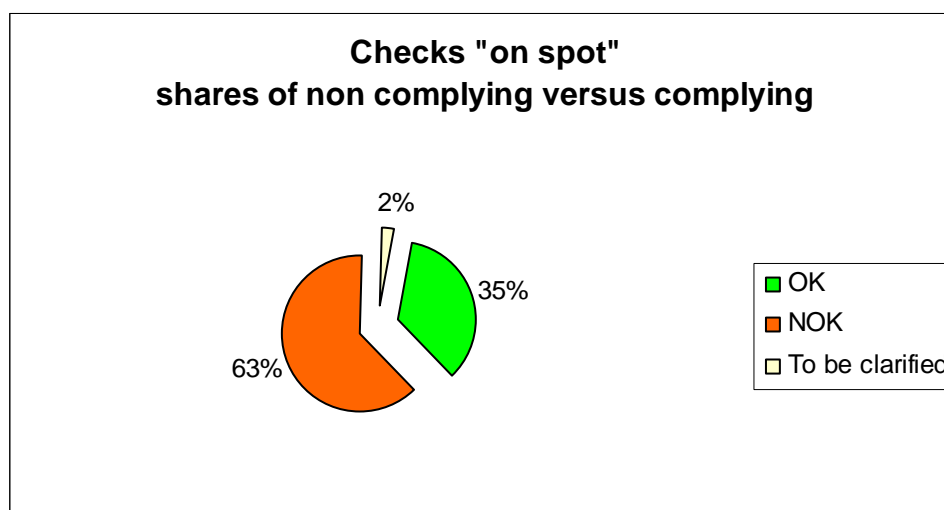
The detailed results from the Member States' inspections can be found in Table 1 in Chapter 3.

4.2.2 *Level of Compliance*

A total of 367 helmets have been checked in the frame of the Joint Action in the period covered by this report. The inspections showed that out of 367 models inspected, 63% did not comply with the standards requirements concerning marking and instruction.

During the visits some of the models available were checked "on the spot" for correctness and completeness of marking and instructions.

The following graph shows the share of non-complying helmets due to shortcomings on markings and/or instructions versus those that were in compliance:

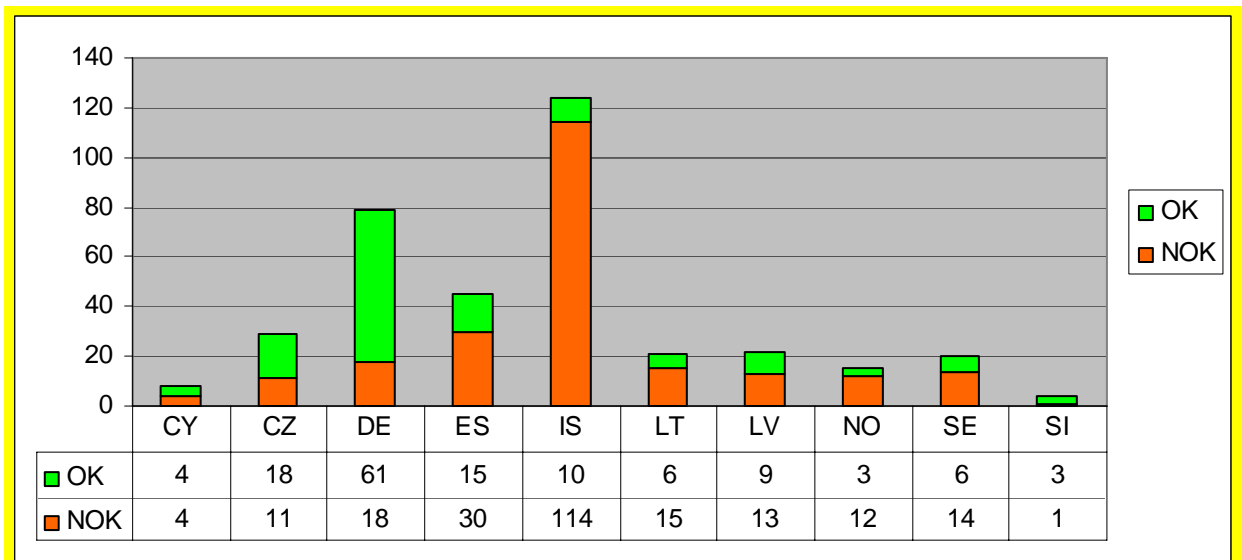


As an example, frequent shortcomings on the verification discovered during “on the spot” checks of helmets is the absence of some markings and instructions and the presence of instructions in a language other than in the one of the country concerned.

Some of these models were non-compliant as the instructions and/or marking were not in the language of the relevant country or as some marking or instructions that are considered fundamental for safety (e.g. that helmet subjected to violent impact shall be discarded) were not indicated at all or were not correctly indicated.

It was considered that the lack of understandable or correct or complete information can give rise to serious safety problems due to improper use of the helmet, or the believe that a given helmet can give a suitable protection in certain conditions, whilst it was not designed for that condition of use. As consequence, it was considered that incomplete or non appropriate marking and instructions can give rise to serious risks. Based on the discussion had in the Group of Experts in the Joint Action and on the clarifications that will be given by EMARS II Task C, members will investigate in detail the non compliances due to these causes and wherever relevant will take appropriate actions.

The ratio on compliance/non compliance detected on models inspected on the spot and on models tested is shown in the following graph, split per country.



The differences that appear in the Table point to a number of different issues that will have to be investigated by the members of the Joint Action to clarify the reasons for the discrepancies to make possible corrective actions, if needed.

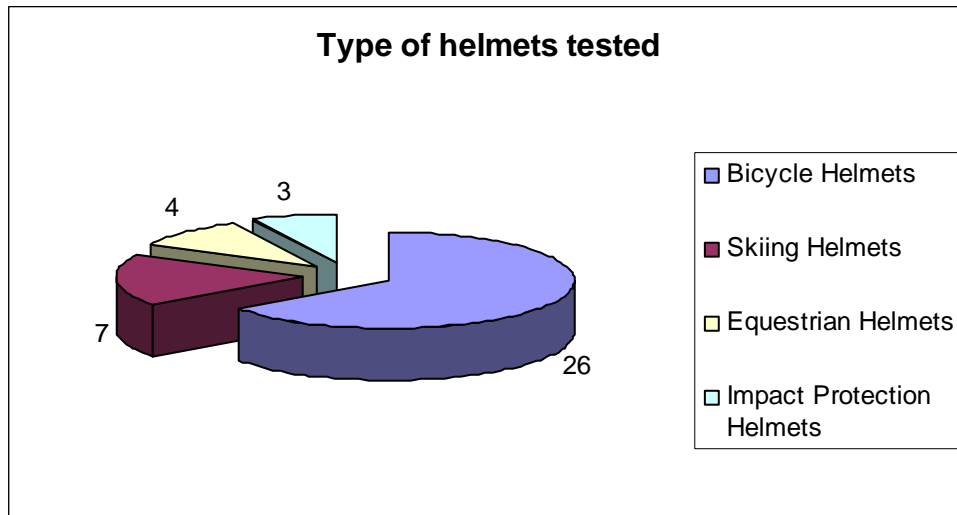
4.3 Results from Laboratory Tests

40 models, well representing the different types of helmets covered by the Joint Action were sent to the laboratory for testing.

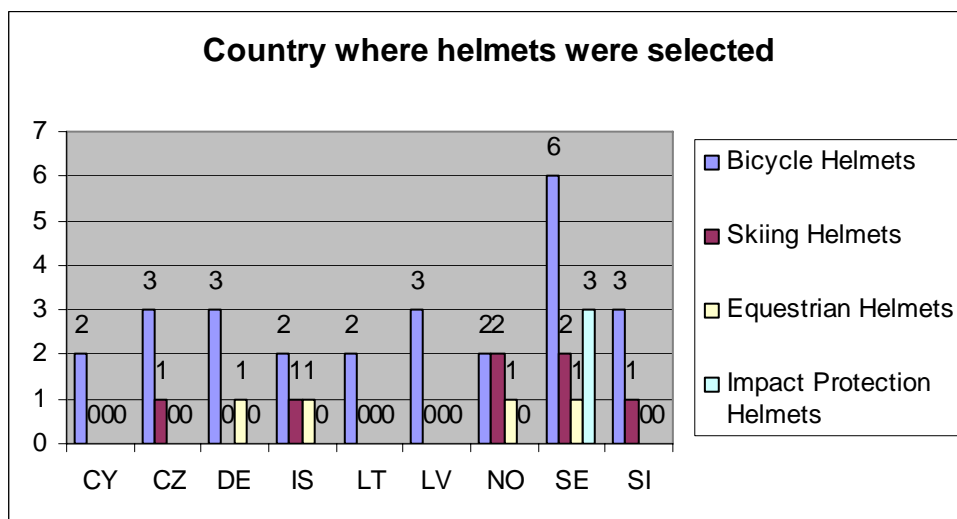
It has to be considered that in order to appropriately follow the standards requirements more than one sample per each model needed to be tested had to be selected and this caused some difficulties, in particular as far as the Equestrian helmets are concerned. The following Table gives an indication of the samples that needed to be selected:

Type of helmet	Standard	N° of samples to be tested
Skiing	EN1077	4 samples (type A or type B, if possible same size same colour) /per model.
Cycle	EN 1078	4 samples (if possible same size and same colour) /per model.
Children	EN 1080	4 samples (if possible same size and same colour) /per model.
Horse riding	EN 1348	12 samples (3 smallest size, 3 largest size, one each intermediate sizes to have a total of 6)/per model

The following graphs show the different types of helmets that were subjected to tests



and the country from where such helmets were selected:

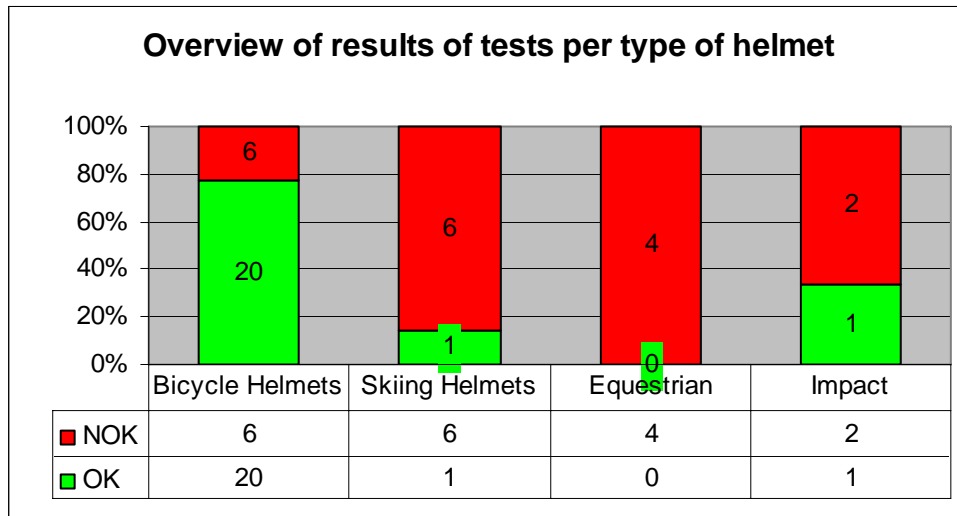


Impact Protection helmets are common in Sweden; all models of this type of helmets that were tested come from that country.

It has also to be noted that, considering that the Joint Action could commence its operation in late February, only 7 models of skiing helmets could be tested as the skiing season was nearing towards to its end, making it difficult to find the suitable number of helmets needed for testing. The testing is considered to be a key part of the Joint Action because it is needed to verify the essential safety characteristics of the helmet such as the mechanical resistance and impact protection. These characteristics cannot be verified by visual inspection and suitable testing apparatus, as specific testing experience and suitable testing apparatus are needed.

Another important verification concerned the presence of DMF (Dimethylfumarates) that could only be performed in an expert and well equipped laboratory.

The overview of the results of the tests is shown in the following graph:

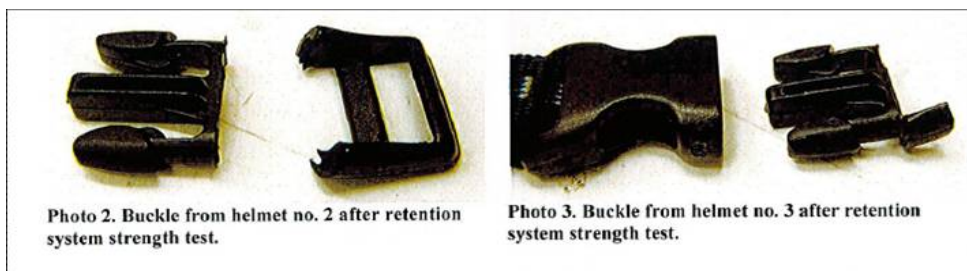


Most of the common defects that were found on the helmets tested were:

- For helmets for cyclists and skateboarders: effectiveness of retention system: on 5 models



shock absorption capability on 3 models and strength of retention system on 2 models



- For helmets for skiers and snowboarders: shock absorption capability on 4 models, resistance to penetration on 3 models, ears covers detachable on 1 model and a strength of retention system on 1 model
- For helmets for horse riding: shock absorption capability on 3 models, strength of retention system on 2 models and resistance to penetration on 1 model

- For impact protection helmets: the release force was higher than the one required by the standard

4.4 Analysis of Results – Lessons Learned

4.4.1 Technical Analysis-Overall evaluation of the outcome

The Joint Action was expected to verify if helmets placed on the EU market are safe and carry the appropriate warnings and instructions. From the analysis of the data described in 4.2 and in 4.3 it appears that a significant number of helmets that are placed on the European Market are not in compliance with the relevant standards. Specific actions have been aimed at Member State level where the involved authorities have initiated contacts and actions with the relevant economic operators asking them to take the appropriate corrective actions.

At this stage and considering that helmets, in particular helmets for skiers and snowboarders and helmets for cyclists, skateboarders and roller skaters are seasonal products, it is not yet possible to have a real appreciation of the impact of the Joint Action on the products that will be put on the market in the next months.

It is important to note that some significant assumptions can be taken from the results of the Joint Action as indicated as follows:

- No clear relationship exists between price and negative results to tests. Models with low or even very low price were in compliance, whilst models positioned at the top end of the price line were found non in compliance as shown as follows:

Country	Helmet type	Model	Price [EUR]	Test result
Cyprus	Bike	1	10,00	NOK
Cyprus	Bike	2	20,00	OK
Iceland	Bike	3	*	OK
Iceland	Bike	4	23,00	OK
Iceland	Equestrian	5	67,00	NOK
Iceland	Ski	6	55,00	NOK
Latvia	Bike	7	13,79	NOK
Latvia	Bike	8	17,06	NOK
Latvia	Bike	9	9,95	OK
Lithuania	Bike	10	16,80	OK
Lithuania	Bike	11	11,58	OK
Norway	Bike	12	19,50	OK
Norway	Bike	13	43,00	OK
Norway	Equestrian	14	104,00	NOK
Norway	Ski	15	85,00	NOK
Norway	Ski	16	80,00	OK
Slovenia	Bike	17	142,00	OK

Slovenia	Bike	18	19,95	OK
Slovenia	Bike	19	9,99	OK
Slovenia	Ski	20	19,95	NOK
Sweden	Bike	21	37,00	OK
Sweden	Bike	22	37,00	OK
Sweden	Bike	23	42,00	OK
Sweden	Bike	24	32,00	OK
Sweden	Bike	25	32,00	OK
Sweden	Bike	26	48,00	OK
Sweden	Ski	27	41,00	NOK
Sweden	Ski	28	82,00	NOK
Sweden	Children	29	32,00	OK
Sweden	Children	30	32,00	NOK
Sweden	Children	31	21,00	NOK
Sweden	Equestrian	32	40,00	NOK
Czech Rep.	Bike	33	73,00	OK
Czech Rep.	Bike	34	66,00	NOK
Czech Rep.	Bike	35	*	NOK
Czech Rep.	Ski	36	*	NOK
Germany	Bike	37	35,00	OK
Germany	Bike	38	10,00	NOK
Germany	Bike	39	45,00	OK
Germany	Equestrian	40	25,00	NOK

* investigations are still running at the specific country level to collect the price

- It is a very fragmented market and it is difficult to trace groups/association representative of manufacturers and importers;
- Most of the non-compliances except those related to marking and instructions can only be detected by testing;
- **NO problems were encountered as far as DMFs concerned:** all Equestrian helmets tested were OK;
- The marking and instructions for use of some helmets use pictograms instead of instructions. The matter was analysed and it was considered that either from the Standards or from the PPE Directive it seems that the options are text with specific warning or harmonised pictograms. The helmets under discussion didn't meet any of these conditions, as some warning were missing, pictograms were not harmonised and some of the pictograms were not clearly understandable, therefore such helmets were considered to be non-complying.

Another scope of the Joint Action was to gather experience related to best practice techniques in carrying out market surveillance on helmets. From the feedback given by the members at the final workshop and answering to the specific question in the Evaluation Questionnaire it appears that this target was successfully met: all members considered the Joint Action seeing it as a way of to increase their competence and approach to the compliance verification of helmets.

In particular it was considered that the checklists that were developed, together with the discussion had in the meetings and by correspondence on the technical matters were very helpful.

Market surveillance inspectors became more competent during the action. From the results obtained during the inspections on spot (see 4.2), it seems likely that the inspectors focused their attention on the non-compliant helmets and that this focus increased as their competences increased during the action.

The participating Member States also issued two press releases with common key messages on the results and advice to consumers. The intention was to raise the awareness of the general public of the risks and safety requirements for helmets. This was successful, as the press releases were picked up well by media in the Member States.

4.4.2 Lessons Learned - Methodology

The Joint Action showed that, due to specific physical characteristics of helmets that are basically composed by a moulded shell with painting or decoration plus a chin strap, the verification of basic compliance (checking of instructions/markings + mechanical properties) on spot can be very difficult even if at all possible. Anyway it was shown that some basic information can be taken by checking instructions and markings, thus creating a first selection list of models that should not be on the market. Considering the results of the Joint Action this activity can dramatically improve the ratio of compliant products and remove the consequences of incomplete or incomprehensible markings or instructions.

It has to be noted that the “on the spot verification” undertaken in the project was considered to be a successful way of gaining expertise and mutual understanding in the standard. Furthermore, it reduced test costs dramatically. This idea can most certainly be used in the case of other products where it is important to exchange experience and align the perception of risks between participating Member States. Secondly, the participants used the exchange of information on progress in the national activities at each meeting for benchmarking

The issuing of a joint press release was also considered a success. The coordinated publishing effort stressed the European perspective and increased the impact and the visibility largely. Moreover, it caused less work for the participants to produce the key messages jointly and translate them for their own use. This idea can be used more generally in Joint Actions (and has been recorded by PROSAFE as best practices).

The final workshop took place too late to have any significant impact in the project. The Joint Action was rather short and intense and the aim was that the workshop would be used for presenting the final results from the action. Although some good ideas and suggestions came out of the workshop,

the Member States found it difficult to pick up on these because the project plan left only a short period before the termination of the action to properly follow any of them through. This was especially the case as far as the results of the follow up at countries level on the non-compliant products was concerned.

It is considered a dilemma: on the one hand, the workshop is only meaningful once significant results have been produced, i.e. towards the end of the action. On the other hand, the plan should allow for a follow-up on good ideas that may emerge from the workshop, i.e. there should be a reasonable time slot allotted between the workshop and the termination of the action.

It is obviously difficult to foresee the outcome of the workshop at the planning stage of the action, which makes the organising for this, difficult. One idea could be to plan for two workshops in future actions.

Another idea could be that future actions are always planned with a 6 – 12 month with a follow-up period built in after the “final workshop” (which would obviously not be possible or applicable in short actions like this Joint Action) followed by some further verification of the models on the market, possibly by concentrating on those economic operators/brands/models that proved to be non-reliable. This will allow a real verification of the impact of the Joint Action on the products that are on the market.

This touches on a more general concern. When a Joint Action finishes, the general experience is that the gained expertise is difficult to maintain. The problem is that the end of an action also means the end of the funding from the European Commission for travel costs, costs for coordination, etc. In practice, this makes it very difficult to maintain the exchange of expertise, to continue the cooperation between the interested Member States, and to keep the pressure up on the market.

As regards the involvement of Member States in the action and outreach to Member States outside the action, the participants recognised finding ways to galvanize the interest of more Member States to participate in Joint Actions as an issue. In general, Joint Actions experience problems attracting Member States that do not participate which, for instance, mean that tools and procedures that are developed by the participants are not utilised outside the action. This means that other Member States do not benefit from the experiences gained in the Joint Actions, which could lead to a lowering of the efficacy of their activities. It would also lead to a risk for a lack of harmonisation across Europe of approaches, measures, etc.

Further to involve more Member States it was also considered important to involve authorities in countries that produce the products concerned. This option could be explored further in future Joint Actions that may envisage using tools, like training seminars, in big manufacturing countries as a

means to increase the conformance level on the European market. PROSAFE has taken onboard this recommendation in the 2010 proposals and foresees visits to China as part of the project.

This observation also applies to the involvement of the stakeholders, e.g. industry, consumers and standardisation: a closer and perhaps also earlier involvement of stakeholders that should be contacted at the stage when the proposal for a Joint Action is discussed and before submitting it officially to the EAHC may be very beneficial. Stakeholders possess market intelligence data that may be complemented with those possessed by the members of the Joint Action. It may also be an idea to differentiate the involvement of the stakeholders according to the needs of the Joint Action. Of course the Joint Action must ensure that the agenda is not taken over by the stakeholder. Furthermore, the budget of the action must be able to accommodate more meetings and potentially also payments to stakeholders.

As previously mentioned in this paragraph, considering the physical characteristics of helmets it is hard to identify non-compliant products on the Customs side. To this aim, a specific tool was developed on how to identify the products and, based on that, how to check their properties at Customs.

Finally, the participants have also observed that there appears to be a need for a more stringent involvement in some parts of the distribution chain, namely the importers and retailers, in particular those from the big retail chains. They play a key role in checking that the helmets that are made available on the market are in compliance with the legislation and that they be made aware of the main checks they have to make. It was noted that common press releases, specific dedicated workshops and distribution of some of the deliverables of the project (e.g. checklists and information sheet for Customs) could be a means for providing such information.

4.5 Differences between Foreseen Results and those Actually Achieved

The following Table compares the results expected in the work programme from the Grant Agreement [1] with those actually achieved in the Joint Action.

Foreseen Deliverable or Result	Deliverable or Result Actually Achieved
Main deliverable	
A significant decrease of the share of non-compliant helmets that were found on the European market.	It is not possible to verify a significant decrease of the share of non-compliant helmets within the short timeframe of the action. Please also see chapters 4.2, 4.3 and 4.4

Foreseen Deliverable or Result	Deliverable or Result Actually Achieved
The share of non-compliant helmets imported to Europe.	It is not possible to verify a significant decrease of the share of non-compliant helmets within the short timeframe of the action.
The share of non-compliant helmets that were produced in Europe.	It is not possible to verify a significant decrease of the share of non-compliant helmets within the short timeframe of the action.
Further deliverables	
One interim report	Deliverable produced as planned. The technical interim report covering the period from 1st December 2009 to 30 June 2010 was issued 31 August 2010.
The final report	Delivered The final technical implementation report from the Joint Action will be issued 31 January 2011.
A workshop to present the main findings and results	Deliverable produced as planned. A half-day workshop was organised 15 November 2010. Please also see chapter 2.5.3.
Press releases	Delivered 2 press releases 1 st October 2010 and in the first months of 2011. Please also see chapter 2.5.1
Deliverables not foreseen in the contract	
Checklist for inspections of helmets.	Checklists for inspections of different types of helmets were developed. Please also see chapter 2.4.3 and Annex B
Information sheet for customs	It contains information on the legal basis and on the main characteristics that can be assessed to verify the basic compliance of the helmet to the relevant legislation and standards. Please also see chapter 2.3.2 and Annex C
Appreciation Questionnaire	To collect feedback on the Joint Action and information on actions undertaken by Joint Action Members at country level on non-complying helmets. Please also see chapter 2.3.2 and Annex C

5 FINANCIAL ANALYSIS

5.1 Budget and Actual Expenses

All the information in this section refers to data available from 1 December 2009 to 30 June 2010

The Table below presents the original budget and the actual expenses divided over the Joint Action.

	Budget	Actual	Difference	%
Direct costs				
Staff (int/ext)	€ 69.142	€ 48.591	€ -20.551	-30%
Contrib. in kind (avg budg costs x act)	€ 96.866	€ 97.280	€ 414	0%
Travel and subsistence	€ 80.426	€ 38.988	€ -41.438	-52%
Equipment	€ -	€ -	€ -	0%
Subcontracting	€ 40.000	€ 40.022	€ 22	0%
Miscellaneous	€ 12.500	€ 102	€ -12.398	-99%
Total direct costs	€ 298.934	€ 224.983	€ -73.951	-25%
Indirect costs				
Overhead costs	€ 20.925	€ 15.749	€ -5.176	-25%
Total expenditure	€ 319.860	€ 240.732	€ -79.128	-25%
Revenue				
Resource of the participant	€ 96.866	€ 97.280	€ 414	0%
Other sources of funding	€ -	€ -	€ -	-
revenue generated by the joint action	€ -	€ -	€ -	-
Amount of EU support requested	€ 222.994	€ 138.718	€ -84.276	-38%
Total revenue	€ 319.860	€ 235.998	€ -83.862	-26%

Table 3. The difference is calculated so that it produces a negative, if the actual expenses are less than the budgeted ones.

5.2 Differences between Budget and Actual Expenses

5.2.1 Internal Staff

The costs under this budget heading are shown in the Table 4 on the following page:

Actual Internal Staff Costs	Budget (€)	Actual (€)
PROSAFE, coordination	55.800,00	41.500,00
PROSAFE, administrative assistance	6.142,31	4.596,00
PROSAFE, general management	7.200,00	2.495,00
Member States work	96.866,00	97.280,00
Total	166.008,31	145.871,00

Table 4. Comparison of the budgeted internal staff costs and the actual costs.

PROSAFE - Coordination.

The original budget for the Joint Action estimated that the consultant would use 93 working days for the coordination of the action. In practice due to some synergies put in place in the frame of the Joint Action and to an improved use of the electronic tools available (increase of efficiency and more in deep use of Microsoft Office tools) the number of working days was significantly reduced

PROSAFE - Accountancy, administrative assistance and overall management.

The figures reflect that PROSAFE has revised its practice for identifying costs for miscellaneous administrative tasks such as accountancy, administrative support, financial administration and overall management. Previously, these costs had not been specifically identified, whereas they are now identified and booked to the individual Joint Actions. This was reflected in the revised budget.

The cost for accountancy, administrative support and general management has not been separated out in the financial report in the same way as is presented in the budget.

Both Administrative support and general management are lower than shown in the Table due to a better control of the administrative process, in particular as far as the exchange of info with participating Countries concerning the time they dedicated to the Joint Action and the salary of the involved personnel.

Member States Contribution.

The numbers in table 4 show that the actual work from the Member States had a value that was perfectly in line with the budgeted one. This is due to the strong motivation of the Members of the Countries participating in the Joint Action and of the Prosafe supporting structure (General Management, Administrative Secretariat, Financial Department and Project Coordinator) and to the

good procedures put in place for a timely and complete reporting of the time spent and of relevant costs.

5.2.2 Travel and Subsistence

The costs under this budget heading are:

Actual Travel and Subsistence Costs	Budget (€)	Actual (€)
PROSAFE	18.088,00	6.714,00
Member States	62.338,00	32.274,00
Total	80.426,00	38.988,00

Table 5. Comparison of the budgeted travel and subsistence costs and the actual costs.

Table 5 shows that the actual travel costs for PROSAFE and for the Member States are significantly lower than budgeted. This is due to the fact that:

- the average attendance at the project meetings was lower than 100%, estimated at approximately 75% on average. The budget was based on the presumption that all participants attended all meetings;
- five meetings have been held instead of the six that were foreseen in the original planning
- a good amount of information was managed through electronic means (email and WebEx) thus reducing the need of travelling.

5.2.3 Subcontracting

The costs under this budget heading are:

Actual Subcontracting Costs	Budget (€)	Actual (€)
Laboratory tests	40.000,00	35.590,00
Purchase & transport of samples	0,00	4.432,00
Total	40.000,00	40.022,00

Table 6. Comparison of the budgeted subcontracting costs and the actual costs.

The costs indicated refer to the testing of the samples in the laboratory that was selected (see 2.4.2) and to the purchasing and transport of samples from some Members States, for others purchasing was directly covered by the relevant Participant.

5.2.4 Miscellaneous costs

The revised budget anticipated costs for an expected external audit.

Actual Miscellaneous Costs	Budget (€)	Actual (€)
Miscellaneous	12.500,00	102,00

Table 7. Comparison of the budgeted miscellaneous costs and the actual costs.

However, no audits were conducted specifically for the helmets action because PROSAFE, due to cost efficiency reasons, is moving to an annual audit instead of auditing per project. Consequently, the only costs identified under this heading concerned the catering for one of the meetings.

5.2.5 The VAT situation

The principles for applying VAT to services changed from 2009 to 2010.

An investigation revealed that PROSAFE is unable to recover VAT with the resulting change that VAT had to be charged to all services provided to PROSAFE as from 1st January 2010. PROSAFE was unable to recover this.

This has an impact on PROSAFE's budgets, in general and in particular in the frame of the Project on the budgets for internal staff and for the coordination activities provided by external consultant.

5.2.6 Total Budget

The details of expenses for the two periods in which the Joint Actions can be split based on the contractual reporting conditions and the overall expenses concerning the Joint Action are given in the following Table 8

All amounts in 1,000 €	December 2009 – June 2010		July 2010 - December 2010		Total	
	Budget	Expenses	Budget	Expenses	Budget	Expenses
Direct costs						
Internal staff	80	17	86	129	166	146
<i>PROSAFE, coordination</i>	30	10	26	32	56	42
<i>PROSAFE, accountancy</i>	6	4	7	3	13	7
<i>Member States</i>	44	3	53	94	97	97
Travel and subsistence	40	20	40	19	80	39
<i>PROSAFE</i>	9	2	9	5	18	7
<i>Member States</i>	31	18	31	14	62	32
Equipment	0	0	0	0	0	0
Subcontracting	0	0	40	40	40	40
<i>Laboratory tests</i>	0	0	37	36	37	36
<i>Transport of items</i>	0	0	3	4	3	4
Miscellaneous <i>Samples purchase, workshop</i>	5	0	7	0	12	0
Total direct costs	125	37	173	188	298	225
Overhead	10	1	11	15	21	16
Total expenditure	135	38	184	203	319	241

Table 8. The table shows the original budget broken up into the two reporting periods from the Joint Action. The column “Expenses” shows the actual expenses. The columns “Total” show the total budget for the Joint Action and the total expenses.

Table 8 shows that expenses concerning internal and those concerning external staff (Countries members of the Joint Action) and those concerning testing are in line with the budget, whilst expenses concerning travel and subsistence are significantly below budget.

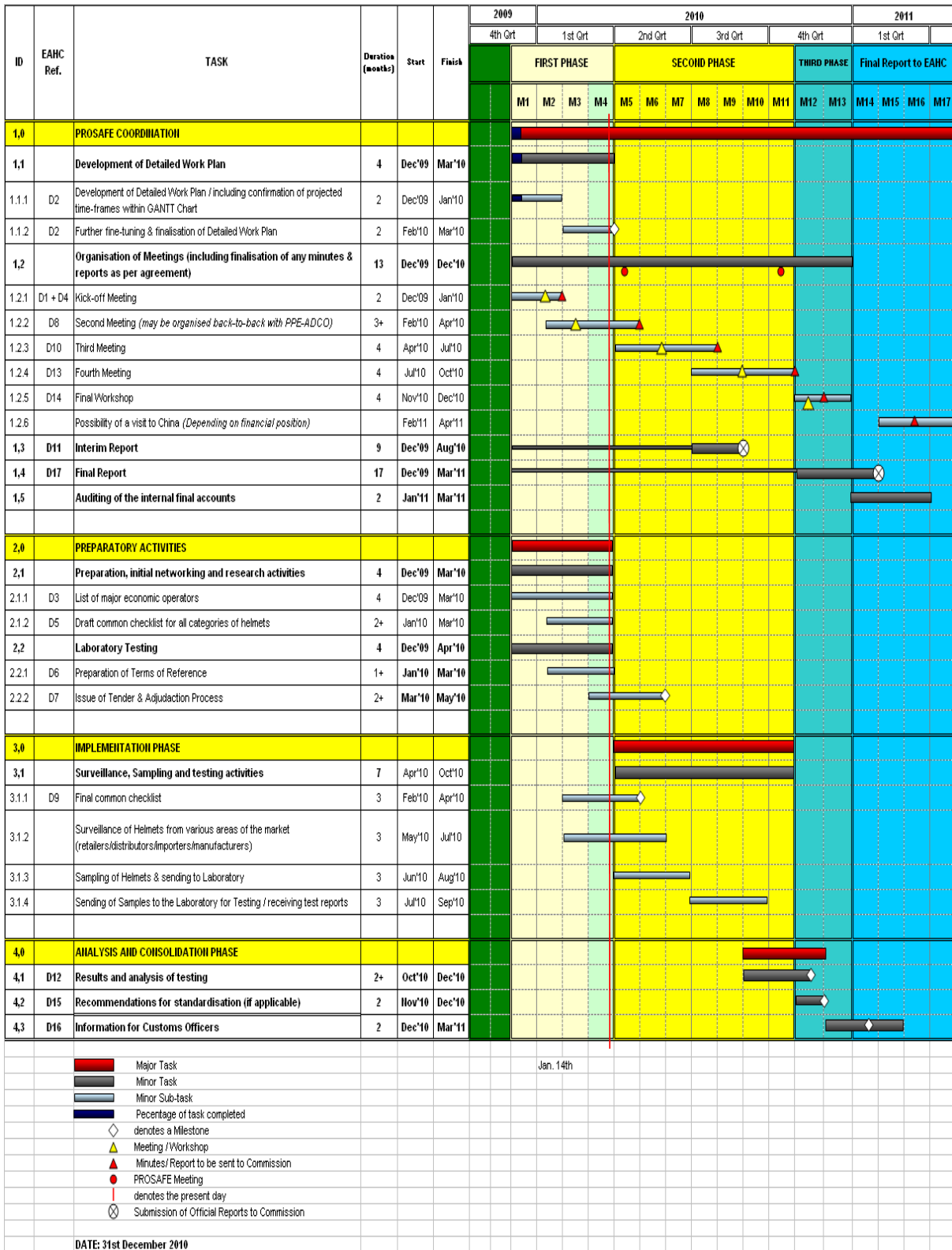
Explanations for each of the main items in the table are given under 5.2.1, 5.2.2, 5.2.3 and 5.2.4.

BIBLIOGRAPHY

All quotes and references in the text are stated with a number in brackets, e.g. [1]. The full list of references is given below.

1. Agreement No: 2009 82 02 (Helmets 09). (The Grant Agreement for the Joint Action on helmets)
2. EN1077:2007 “Helmets for alpine skiers and snowboarders”
3. EN 1078: 1997/A1:2005 “Helmets for pedal cyclists and for users of skateboards and roller skates”
4. EN 1080:1997/A1:2002/A2:2005 “Impact protection helmets for young children”
5. EN 1384:1996/A1:2001 “Specification for helmets for equestrian activities”
6. COMMISSION DECISION 2009/251/EC of 17 March 2009 requiring Member States to ensure that products containing the biocide dimethylfumarate are not placed or made available on the market
7. “Best Practices in Market Surveillance”, PROSAFE, 2008. The book is one of the key deliverables from the project “Enhancing Market Surveillance through Best Practices (EMARS)”. The book is available from the PROSAFE secretariat or can be downloaded from www.emars.eu or www.prosafe.eu.

ANNEX A TIMELINE OF THE JOINT ACTION



ANNEX B CHECKLISTS

Checklist for helmets for Helmets for alpine skiers and snowboarders (EN1077:2007)

Checklist for helmets in the scope of Directive 89/686/EEC of 21 December 1989 relating to personal protective equipment				
File reference:	Inspected by:	Country:		
Place of inspection:		Date:		
Name of the organisation inspected:				
Type of product:				
Helmets for alpine skiers and snowboarders		<input type="checkbox"/>		
Comments:				
1. Product identification:				
1.1 Brand name or variant:				
1.2 Model or type reference:				
1.3 Manufacturer, authorised representative or importer:				
1.4 Comments:				
2. CE-marking:			YES	NO
2.1 On the product:			<input type="checkbox"/>	<input type="checkbox"/>
2.2 Correct CE marking and dimensions			<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
3. Marking according to Cl. 6 EN 1077			YES	NO
3.1 The number of this European standard:			<input type="checkbox"/>	<input type="checkbox"/>
3.2 The name or trademark of the manufacturer:			<input type="checkbox"/>	<input type="checkbox"/>
3.3 Designation (on class A helmet only): 'helmet for alpine skiers and for snowboarders – class A'			<input type="checkbox"/>	<input type="checkbox"/>
3.4 Designation (on class B helmet only): 'helmet for alpine skiers and for snowboarders – class B'			<input type="checkbox"/>	<input type="checkbox"/>

3.4 The size or size range of the helmet quoted as the circumference (in cm) of the head which the helmet is intended to fit: _____cm	<input type="checkbox"/>	<input type="checkbox"/>
3.5 The weight of the helmet (the average mass in grams of the helmet size in question rounded to the nearest 50 g): _____g	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Year and quarter of manufacture:	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		
4. Information supplied by the manufacturer according to Cl. 7 EN 1077:		
4.1 Information supplied	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Correct language(s):	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Detailed content of instructions (according to Cl. 7 of EN 1077):		
maintenance, cleaning and storage;	<input type="checkbox"/>	<input type="checkbox"/>
suitable accessories;	<input type="checkbox"/>	<input type="checkbox"/>
warning if the shell is made of a material that is known to be adversely affected if it comes into contact with hydrocarbons, cleaning fluids, paints, transfers or other extraneous additions;	<input type="checkbox"/>	<input type="checkbox"/>
that the helmet shall be adjusted to fit the wearer;	<input type="checkbox"/>	<input type="checkbox"/>
how the helmet should rest on the head to ensure the intended protection (e.g. that it should be placed so as to protect the forehead and not be pushed too far back over the back of the head);	<input type="checkbox"/>	<input type="checkbox"/>
that a helmet subjected to severe impact shall be discarded;	<input type="checkbox"/>	<input type="checkbox"/>
the following text: 'Class A and class B helmets are for alpine skiers, snowboarders and similar groups. Class A helmets offer comparatively more protection. Class B helmets may offer greater ventilation and facilitate better hearing, but protect a smaller area of the head and give a lesser degree of protection from penetration	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		
5. Samples		
5.1 Where are samples selected	<input type="checkbox"/>	<input type="checkbox"/>
5.2 How many samples were selected: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> If different indicate how many: _____		

5.3 Samples identification number XXXX (national reference, if any), Y (country code) Z (number of batch) NN (number of samples in the batch):		
6. Other comments:		
Signature of the Inspector:		
Signature of the representative of the economic operator (e.g. the person responsible in the shop):		

Checklist for helmets, pedal cyclists and for users of skateboards and roller skates” (EN 1078: 1997/A1:2005)

Checklist for helmets in the scope of Directive 89/686/EEC of 21 December 1989 relating to personal protective equipment		
File Reference:	Inspected by:	country:
Place of inspection:		Date:
Name of the Organisation inspected:		
Type of product:		
Helmets for pedal cyclists and for users of skateboards and roller skates	<input type="checkbox"/>	
Comments:		
1. Product identification:		
1.1 Brand name or variant:		
1.2 Model or type reference:		
1.3 Manufacturer, authorised representative or importer:		
1.4 Comments:		
2. CE-marking:		YES NO
2.1 On the product:	<input type="checkbox"/>	<input type="checkbox"/>

2.2 Correct CE marking and dimensions	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		
3. Marking according to Cl. 6 EN 1078/A1	YES	NO
3.1 The number of this European standard:	<input type="checkbox"/>	<input type="checkbox"/>
3.2 The name or trademark of the manufacturer:	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Designation of the model	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Designation (one or more of the following): "helmets for pedal cyclists and for users of skateboards and roller skates"	<input type="checkbox"/>	<input type="checkbox"/>
3.5 The size or size range of the helmet quoted as the circumference (in cm) of the head which the helmet is intended to fit: _____cm	<input type="checkbox"/>	<input type="checkbox"/>
3.6 The weight of the helmet (the average mass in grams of the helmet size in question rounded to the nearest 10 g): _____g	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Year and quarter of manufacture:	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Warning! This helmet should not be used by children while climbing or doing other activities when there is a risk of strangulation/hanging if the child gets trapped with the helmet.	<input type="checkbox"/>	<input type="checkbox"/>
3.9 If the helmet has components made of material which are known to be adversely affected if they come into contact with hydrocarbons, cleaning fluids, paints, transfers or other extraneous additions, the helmet shall carry an appropriate warning	<input type="checkbox"/>	<input type="checkbox"/>
3.10 If there is consumer sales packaging, the information specified in 3.1), 3.2), 3.4) and 3.8) shall also be stated on the package. The text shall be of minimum font size 12.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		
4. Information supplied by the manufacturer according to Cl. 7 EN 1078:	YES	NO
4.1 Information supplied	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Correct language(s)	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Detailed content of information (according to Cl. 7 of EN 1078)		
The helmet can only protect if it fits well, and the buyer should try different sizes selecting the size which feels secure and comfortable on the head	<input type="checkbox"/>	<input type="checkbox"/>
The helmet shall be adjusted to fit the user (e.g. straps positioned so that they do not cover the ears, the buckle positioned away from the jawbone and the straps and buckle adjusted to be both comfortable and firm)	<input type="checkbox"/>	<input type="checkbox"/>
How the helmet should be positioned on the head to ensure the intended protection (e.g. placed so that it protects the forehead and is not pushed too far back over the back of the head)	<input type="checkbox"/>	<input type="checkbox"/>
The helmet cannot always protect against injury	<input type="checkbox"/>	<input type="checkbox"/>

A helmet subjected to severe impact should be discarded and destroyed	<input type="checkbox"/>	<input type="checkbox"/>
A statement of the danger of modifying or removing any of the original component parts of the helmet other than those recommended by the manufacturer and that the helmet should not be adapted for the purpose of fitting accessories in a way not recommended by the manufacturer	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		
5. Samples	YES	NO
5.1 Where samples selected	<input type="checkbox"/>	<input type="checkbox"/>
5.2 How many samples were selected: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> If different indicate how many: _____		
5.3 Samples identification number XXXX (national reference, if any), YY (country code) Z (number of batch) NN (number of samples in the batch):		
6. Other comments:		
Signature of the Inspector:		
Signature of the representative of the economic operator (e.g. the responsible person in the shop):		

Checklist for impact protection helmets for young children
(EN 1080:1997/A1:2002/A2:2005)

Checklist for helmets in the scope of Directive 89/686/EEC of 21 December 1989 relating to personal protective equipment		
File Reference:	Inspected by:	Country:
Place of inspection:		Date:
Name of the Organisation inspected:		
Type of product:		
Impact protection helmets for young children		<input type="checkbox"/>
Comments:		

1. Product identification:		
1.1 Brand name or variant:		
1.2 Model or type reference:		
1.3 Manufacturer, authorised representative or importer:		
1.4 Comments:		
2. CE-marking:	YES	NO
2.1 On the product:	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Correct CE marking and dimensions	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		
3. Marking according to Cl. 6 EN 1080/A2	YES	NO
3.1 The number of this European standard:	<input type="checkbox"/>	<input type="checkbox"/>
3.2 The name or trademark of the manufacturer:	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Designation of the model	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Designation (one or more of the following): "helmet for use by young children whilst cycling or pursuing other activities in environments which have proven risks of head injuries"	<input type="checkbox"/>	<input type="checkbox"/>
3.5 The size or size range of the helmet quoted as the circumference (in cm) of the head which the helmet is intended to fit: _____cm	<input type="checkbox"/>	<input type="checkbox"/>
3.6 The weight of the helmet (the average mass in grams of the helmet size in question rounded to the nearest 10 g): _____g	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Year and quarter of manufacture:	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Warning! This helmet is fitted with self-release retention system designed to release under certain loading conditions in order to avoid possible strangulation/hanging. It may come off in a severe crash.	<input type="checkbox"/>	<input type="checkbox"/>

Check list for helmets for equestrian activities
(EN 1384:1996/A1:2001)

Checklist for helmets in the scope of Directive 89/686/EEC of 21 December 1989 relating to personal protective equipment		
File Reference:	Inspected by:	Country:
Place of inspection:	Date:	



Name of the Organisation inspected:			
Type of product:			
Helmets for equestrian activities	<input type="checkbox"/>		
Comments:			
1. Product identification:			
1.1 Brand name or variant:			
1.2 Model or type reference:			
1.3 Manufacturer, authorised representative or importer:			
1.4 Comments:			
2. CE-marking:		YES	NO
2.1 On the product:	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 Correct CE marking and dimensions	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:			
3. Marking according to Cl. 7.1 of EN 1384 + A1		YES	NO
3.1 The name of the manufacturer and either the trademark or other means of identification':	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 The number of this European standard:	<input type="checkbox"/>	<input type="checkbox"/>	
3.3 The size in cm: _____cm	<input type="checkbox"/>	<input type="checkbox"/>	
3.4 A symbol or statement indicating the intended use of the helmet	<input type="checkbox"/>	<input type="checkbox"/>	
3.5 Year and month or quarter of manufacture:	<input type="checkbox"/>	<input type="checkbox"/>	
3.6 Unique designation of the model by the manufacturer	<input type="checkbox"/>	<input type="checkbox"/>	
3.7 Markings shall be legible and sufficiently durable	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:			

ANNEX C INFORMATION SHEET FOR CUSTOMS AND APPRECIATION QUESTIONNAIRE

Personal protective equipment (HELMETS) information sheet

1. Legal base

Directive 89/686/EEC on the approximation of the laws of Member States relating to Personal Protective Equipment was adopted by the European Council on 21 December 1989.

It is a 'New Approach' Directive and as such it sets out 'essential safety requirements' that are written in general terms and which must be met before products may be placed on the market in the European Community. Conformity with detailed Harmonised Standards is the most usual way for manufacturers to demonstrate compliance with the essential requirements. The Directive also sets out how manufacturers are to show that products meet the 'essential requirements'. Products meeting these requirements carry the CE marking, which indicates that they are presumed to comply and can therefore be supplied anywhere within the Community.

Directive 89/686/EEC is a total harmonisation directive, i.e. its provisions replace existing divergent national and European legislation which cover the same subjects as stipulated by directive 89/686/EEC.

2. Background, purpose and specific risks related to the particular product.

Accidents have drawn the attention to a broader public about the wearing helmets. In some countries the wearing of helmets is already mandatory or at least highly recommended. But can consumers following these recommendations rightly trust in the safety properties of such helmets? As there are still a lot of head injuries in all kinds of sport. Taking into account available statistical data the main focus of attention in this information sheet is paid to the following types of helmets:

- Helmets for alpine skiers and snowboarders
- Helmets for pedal cyclists and for users of skateboards and roller skates
- Equestrian (horse-riding) helmets for daily use and related performance helmets
- Helmets for young children which mainly addresses problems associated with the strangulation of children playing while wearing helmet.

3. Description of the product including photos of typical examples on compliant and non-compliant goods.

Protective helmet is an item to be worn on the head, intended to absorb the energy of foreseeable impact thus reducing the risk of injury to the head.

The intention of helmets is to reduce the risk of injury to the skull and part of the head surrounded by the helmet. The protection given by a helmet depends on the

circumstances of the accident, and wearing a helmet cannot always prevent death or long term disability. A proportion of the energy of an impact is absorbed by the helmet, thereby reducing the force of the blow sustained by the head. The structure of the helmet may be damaged in absorbing this energy and any helmet that sustains a severe blow should be replaced even if damage is not apparent. To achieve the performance of which it is capable, and to ensure stability on the head, a helmet should be as close fitting as possible consistent with comfort. In use, it is essential that the helmet is securely fastened, with any chin strap pulled under the proper tension at all times.

Example of unsafe helmet for pedal cyclists



Example of safe helmet for pedal cyclists



Example of unsafe helmet for alpine skiers



Example of helmet for equestrian activities



*Testing in laboratory only can prove if the helmet is compliant or non-compliant (not applicable to marking and instruction for use).

4. Harmonised standards

- EN1077:2007 Helmets for alpine skiers and snowboarders

This standard is applicable to performance requirements and tests for two classes of helmets for alpine skiers, snowboarders and for similar groups, including children and participants in competitions. The standard comprises two different classes of protection, class A and class B.

- EN1078:1997 Helmets for pedal cyclists and for users of skateboards and roller skates

This standard specifies requirements and test methods for helmets worn by users of pedal cycles, skateboards and roller skates.

- EN1384:1997 Helmets for equestrian activities

This standard specifies requirements for protective helmets for people involved in horse riding activities.

- EN1080:1997 Impact protection helmets for young children

This standard specifies requirements and test methods for helmets intended for use by children under the age of seven while pursuing activities in motor vehicle free environments which have proven risks of head injuries.

5. Safety requirements

General requirements (applicable for all type of PPE):

- PPE must provide adequate protection against all risks encountered.
- PPE must be manufactured so that in the foreseeable conditions of use for which it is intended the user can perform the risk-related activity normally whilst enjoying appropriate protection of the highest possible level.
- PPE materials and parts, including any of their decomposition products, must not adversely affect user hygiene or health.
- Any PPE part in contact or in potential contact with the user when such equipment is worn must be free of roughness, sharp edges, projections and the like which could cause excessive irritation or injuries.
- PPE must be manufactured as to facilitate correct positioning on the user and to remain in place for the foreseeable period of use, bearing in mind ambient factors,

movements to be made and postures to be adopted. For this purpose, it must be possible to optimize PPE adaptation to user morphology by all appropriate means, such as adequate adjustment and attachment systems or the provision of an adequate size range.

- PPE must be as light as possible without prejudicing design strength and efficiency.

Specific requirements and the corresponding methods of test for helmets mentioned in clause 4 of this information sheet, where appropriate, are given for the following:

- construction including field of vision;
- shock absorbing properties;
- resistance to penetration;
- retention system properties, including chin strap, fastening devices and self-release system;
- marking and information.

Marking according to the standards mentioned in clause 4 of this document:

- number of the European Standard, i.e. EN 1077, EN 1078, EN 1080 or EN 1384;
- name of the manufacturer; and trade mark or other means of identification;
- designation of the model;
- size or size range of the helmet, quoted as the circumference (in cm) of the head which the helmet is intended to fit;
- weight of the helmet (the average mass in grams of the helmet size in question rounded to the nearest 50 g), not applicable to equestrian helmet;
- year and quarter (month for equestrian helmet) of manufacture;
- in addition helmets for pedal cyclists and for users of skateboards and roller skates shall bear a label carrying the text – *“This helmet should not be used by children while climbing or doing other activities when there is a risk of hanging if the child gets trapped with the helmet”*;
- in addition impact protection helmets for young children shall bear a label carrying the text – *“This helmet is fitted with self-release retention system designed to release under certain loading conditions. It may come off in a car crash. Only use this helmet in environments which have proven risks of head injuries”*.

General information supplied by the manufacturer according to the Directive 89/686/EEC and standards mentioned in clause 4 of this document:

- storage, cleaning, maintenance, servicing and disinfection. Cleaning, maintenance or disinfectant products recommended by manufacturers must have no adverse effect on PPE or users when applied in accordance with the relevant instructions. Warning if the shell is made of a material that is known to be adversely affected by contact with hydrocarbons, cleaning fluids, paints, transfers or other extraneous additions;
- suitable PPE accessories and the characteristics of appropriate spare parts;
- use, e.g. the helmet shall be adjusted to fit the wearer, how the helmet should rest on the head to ensure the intended protection (e.g. that it should be placed so as to protect the forehead and not be pushed too far back over the back of the head);
- that a helmet subjected to violent impact shall be discarded;
- in addition for helmets for alpine skiers and snowboarders the following text: *“Class A and class B helmets are for alpine skiers, snowboarders and similar groups. Class A*

helmets offer comparatively more protection. Class B helmets may offer greater ventilation and better hearing, but protect a smaller area of the head and give a lesser degree of protection from penetration”.

- in addition for impact protection helmets for young children the following statement: that the helmet is intended for use by young children while pursuing activities in environments which have proven risks of head injuries and foreseeable risks of strangulation.

N.B. These notes, which must be precise and comprehensible, must be provided at least in the official language(s) of the Member State destination.

6. Indications whether special caution should be considered when handling goods.

Not applicable.

7. Required documentation

Categorisation of helmets:

- All helmets, including sports helmets - **PPE category II.**
- Helmets designed and manufactured for use in high temperature environments the effects of which are comparable to those of an air temperature of 100°C or more and which may or may not be characterised by the presence of infra-red radiation, flames or the projection of large amounts of molten material – **PPE category III.**
- Helmets designed and manufactured to provide protection against electrical risks - **PPE category III.**
- Light headgear designed and manufactured to provide scalp protection - **PPE category I.**
- Helmets designed and manufactured for riders of 2 or 3 wheeled motor vehicles, including racing helmets - **Not PPE.**
*NB: car racing helmets are not excluded from the PPE directive and thus **PPE category II.***
- Helmets designed and manufactured specifically for use by the armed forces or in the maintenance of law and order – **Not PPE.**

Required documentation:

- **I category** – technical documentation, declaration of conformity,
- **II category** - technical documentation, declaration of conformity, EC type approval certificate,
- **III category** - technical documentation, declaration of conformity, EC type approval certificate and report on 'EC' quality control system.

8. Elements relevant for the controls (explanation of elements in the checklist)

9. Way of communication with the authorities responsible (list of authorities responsible for all Member States).

EVALUATION OF THE JOINT ACTION HELMETS

DECEMBER 2009 - DECEMBER 2010

1. Your data

Name:

Family name:

Organisation:

2. Please give us your opinion of the various items in the following table

tick as appropriate – (1 = very Poor, 2 = Poor, 3 = Satisfactory, 4 = Good, 5 = Very Good)

	1	2	3	4	5			
General								
2.1 Preparation of the Joint Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.2 Coordination of the Joint Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.3 Administration of the Joint Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.4 Request from contribution from your side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.5 Distribution of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.6 Completeness of the information on the WebEx	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Meetings						Time duration Fine	Time duration Too Short	Time duration Too Long
2.7 Preparation of meetings (documentation delivered, clarity of info, timely delivery, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.8 Management of meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments to items in the table (please refer to a specific item in the table):

3. Did this Joint Action provide an added value for your professional activities?

Yes

No

If “no” please explain why:

4. Have your expectations been fulfilled?



Yes

No

If “no” please explain why:

5. What was your main reason for you to participate in the Joint Action?

Please explain:

6. What Topics/Issues should have been given more time?

Please explain:

7. Please give us your overall impressions of this Joint Action:

9. Please suggest topics for preparation of future Joint Actions:

10. Please suggest topics for management of future Joint Actions:

11. Follow Up of the Joint Action at your country level:

Please fill in one table per each model concerned

Actions taken Details of enforcement action taken in respect of the non-compliant product. Product model: Product type:	<input type="checkbox"/> Recalled from market <input type="checkbox"/> Removed from market <input type="checkbox"/> Seized <input type="checkbox"/> Forfeited <input type="checkbox"/> Destroyed
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Please give comments in detail if necessary

12. Other Comments:

Thank you for your continued collaboration

EU Member States Take Action - The Joint Action on leisure helmets

Recent skiing accidents have drawn Market Surveillance Authorities' attention to the broader question of wearing helmets. **PROSAFE**, a non-profit organization aiming to enhance market surveillance through best practice has brought together eleven EU Member States and relevant stakeholders, in order to run a Joint Market Surveillance Action on helmets. **The Joint Action** formally **started on December 2009** and will **end on November 2010**. The management of the project is financially supported by the European Commission.

The use of helmets in sports such as **snowboarding, skateboarding, horse riding and bike riding** is essential to avoid serious head injuries, and in some countries, it is already mandatory or at least highly recommended to wear them. However, it is important that the helmets are used safely.

The Joint Action targets helmets for leisure purposes and focuses on:

- **Helmets for alpine skiers and snowboarders** in relation to EN1077:2007;
- **Helmets for pedal cyclists and for users of skateboards and roller skates** (in relation to EN1078:1997 and EN1078:1997/A1:2005);
- **Equestrian (horse riding) helmets for daily use** (in relation to EN1384:1996);
- **Impact protection helmets for young children** (in relation to EN 1080:1997).

The primary purpose of the Joint Action is **to ensure that helmets** placed on the EU market **are safe**. **The expected outcome of the project is a significant reduction of the number of non-compliant helmets** on the European Market. This falls in line with the Commission's third main objective for the period 2007-2012, which is "to effectively protect consumers from the serious risks and threats that they cannot tackle as individuals. A high level of protection against these threats is essential to consumer confidence".

In the period January through July 2010 the members of the Joint Action visited shops in their countries and **checked "on the spot"** some of the available **models, looking for** the accuracy of the **marking and a complete mentioning of the instructions**.

More than 350 models of helmets **have been verified** in this way. The inspections showed that **62% of the examined models did not comply** with the standards requirements **for marking and instructions**.

In addition, **40 models were selected** to be sent to an expert laboratory **for full testing** as set out in the standard. These tests covered the following parameters: **field of vision** (good visibility when the helmet is worn), **shock absorbing capacity, durability, suitability of retention system** and others.

The **preliminary results** of the recently concluded tests revealed that **nearly half of the tested models did not comply** with the relevant standard for one or more significant parameters.

In an attempt to step up the enquiry, each Market Surveillance Authority will be communicating any action taken within its country to other Member State Authorities. This will ensure that the information and experience that has been expertly gathered, receives the widest possible circulation within Europe, and that those products which pose a serious risk are promptly removed from the European markets.

A conference will be held on November 15th at PROSAFE Headquarters in Brussels to discuss these issues and to present the findings of the Joint Action.

Through this joint market surveillance exercise, **it is expected that the results and the experience gathered from the sampling and testing**, including identified **best practices**, will be **disseminated amongst all the Joint Action participating bodies**, the market surveillance members from other European countries **and the relevant stakeholders**.

To conclude, the main deliverable of the project is intended to **bring about a significant reduction** in the amount of **unsafe helmets** on the European Union market.

Annex E DELIVERABLES

A large number of documents have been produced in the context of the Joint Action. Please note that in the period covered by this report, 630 e-mails were exchanged between the Project Coordinator and members of the Joint Action, the European Commission, the stakeholders, other PROSAFE members and laboratories. 230 of these emails were originated by the Project Coordinator.

The table below provides an overview of the main documents delivered in the course of the Joint Action.

Date	Deliverable
Management of the Joint Action	
14-12-2009	Gant Chart
10-01-2010	Member State participation – overview
10-04-2010	Presentation of the Joint Action to PPE ADCO
31-08-2010	Delivery of interim technical report
31-12-2010	Delivery of final technical report
Project meetings and meetings with stakeholders	
16-12-2009	Preparation of kick-off meeting
22-12-2009	Invitation to kick-off meeting- circulation of Draft Agenda
19-01-2010	Circulation Draft Minutes kick-off meeting
25-01-2010	Preparation of meeting with stakeholders
28-01-2010	Meeting with stakeholders - circulation of Draft Agenda
15-02-2010	Circulation Draft Minutes meeting with stakeholders
24-04-2010	Preparation of third meeting
01-05-2010	Invitation to third meeting- circulation of Draft Agenda
25-05-2010	Circulation Draft Minutes third meeting
26-09-2010	Invitation to fourth meeting- circulation of Draft Agenda
05-10-2010	Circulation Draft Minutes fourth meeting
24-10-2010	Invitation to third meeting- circulation of Draft Agenda
01-11-2010	Preparation of final workshop
28-11-2010	Circulation Draft Minutes third meeting
Inspections and selection of samples	
01-03-2010	Preparation of check lists
08-03-2010	Circulation of checklists and Q&A sheet to members
06-04-2010	Preparation and circulation of excel sheet with all info on samples inspected and selected
25-06-2010	Updating of the excel sheet

01-07-2010	Updating of the excel sheet
25-07-2010	Updating of the excel sheet
31-07-2010	Updating of the excel sheet
Selection of test laboratories	
15-03-2010	Analysis of "Nando data" for selection of laboratories
20-03-2010	Preparation of draft call for tenders
26-03-2010	Circulation of draft call for tenders to the members of the Joint Action for comments
02-05-2010	Circulation of draft call for tenders to the laboratories
24-05-2010	Preparation of the sheet with overview and analysis of received tenders
18-06-2010	Preparation of info for discussion in PROSAFE core group on the criteria for selection of laboratory
01-07-2010	Preparation of the contract with the selected laboratory
05-07-2010	Finalisation and signature of the contract with the selected laboratory
Tests	
07-2010	Sending of samples to the test laboratory
08-09 2010	Carrying out of tests
30-09-2010	Analysis of test results and collection of data
Finalisation of the Joint Action	
05/10-11-2010	Collection of data for the presentation at the workshop
11/14-11-2010	Preparation of the presentation at the workshop
15-11-2010	Delivery of the presentation at the workshop

ANNEX F OVERVIEW OF INVOLVED PEOPLE

Member State	Participants foreseen in the application	Participants contributing to the Joint action	Remarks
Cyprus	Michael Neoptolemou	Michael Neoptolemou	
	Christos Malikkides	Christos Malikkides	
Czech Republic	Marie Vilimova	Marie Vilimova	
	Gregor Karel	Vojtechova Šárka	Vojtechova Šárka has replaced Gregor Karel
		Milan Bouša	Milan Bouša has replaced Vojtechova Šárka
		Hubená Lenka	
		Vondrášková Hana	
		Soukupová Vladimíra	
		Kysilka Michal	
	Kučera Pravoslav		
	Bartošová Bohuslava		
Germany	Hans-Georg Niedermeyer	Hans-Georg Niedermeyer	
	Gerald Gödecke	Gerald Gödecke	
		Thomas Erbar	
		Warmund Geier	
		Jörg Höber	
		Klaus Mühlberger	
		Franz Ruf	
		Johann Sigl	
		Heinz Weichselbaumer	
	Robert Prey		
Iceland	Tryggi Axelsson	Tryggi Axelsson	
	Hjördis B Hjaltadóttir	Hjördis B Hjördis B Hjaltadóttir	
	Sesselja Th Olafsdóttir	Sesselja Th Olafsdóttir	
		Stefan Helgason	
		Jon Sigurasson	
		Brynhildur Petrusdóttir	
	Bryndis Guajonsdóttir		

Latvia	Aleksejs Niscaks	Aleksejs Niscaks	
	Agrita Birzule	Agrita Birzule	
		Silvija Tumina	
		Anna Putnina	
		Ligita Karkosvka	
		Vivita Bumane	
		Laima Valule	
	Silvija Misjune		
Lithuania	Danute Banyte	Danute Banyte	
	Valda Nemaniene	Valda Nemaniene	
	Ona Kuseliauskaite	Ona Kuseliauskaite	
	Simona Beliauskaite	Simona Beliauskaite	
		Vaitoskiene	
		Jurgeliene	
Norway	Hanne C Storholt	Hanne C Storholt	
Slovenia	Marjetka Vakselj	Marjetka Vakselj	
	Robert Zirnsstein	Robert Zirnsstein	
	Borut Malkovic	Luka Rus	
	Matjaz Gasperlin	Matjaz Gasperlin	
Spain	Paloma Deleuze Isasi	Fernando Sanchez Martinez	
	Basilio Vicente Bejar	Miguel Ysa Valle	
	Fernando Sanchez Martinez		
	Miguel Ysa Valle		
Sweden	Anette Arvestahl	Lotten Stringberg	Anette Arvestahl left the organisation
	Helena Nilsson		
	Lotten Stringberg		
The Netherlands	Gisela Heijne	Hans Taal	Hans Taal has replaced Gisela Heijne