

## 3P MRO Shipping Instructions

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*COUNTRY: Norway*

*ENTITY NAME: Heli-One (Norway) AS*

### Scope

The Shipping Instruction should be used to ship the goods to the contracted entity. If followed as described per below procedures and requirements there should be no reason for delays.

#### 1. General Information

<b>Entity:</b>	<b>Heli-One (Norway) AS</b>
<b>Country:</b>	Norway
<b>Airport of destination (IATA):</b>	Stavanger Sola Airport (SVG)
<b>Responsible CSO</b>	As per OPP
<b>Custom Broker</b>	CHC/Heli-One SVG

#### 2. Addresses

*Make sure your documentation matches the address below. If this address is different than the address you have contact the CSO in the OPP.*

#### Consignee on Invoice/ AWB

<b>Ship to Address:</b> Heli-One (Norway) AS Kvernelandsveien 128 4323 Sandnes, Norway Tel. +47 413 84 803 Tax ID: 982715040MVA	<b>Notify/ Broker Address:</b> Heli-One (Norway) AS Forwarding Dept. Kvernelandsveien 128 4323 Sandnes, Norway Tel. +47 413 84 803
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#### 3. Guideline to Ship

*This is a step by step on how to ship Rotables and Consumables to this entity.*

#### Packing requirements

- All wood products made from raw wood will be subject to wood packaging regulations in most countries. Exemptions will be manufactured wood (i.e.: plywood, fibreboard, etc. provided they are not supported by raw wooden products).
- A phytosanitary certificate may be required for wooden packings before entry into Norway.

#### DG Cargo:

The IATA rules and regulations concerning Dangerous goods apply. All DG must be prepared properly by the shipper at origin this includes, packaging, labeling and documentation.

#### Packing Requirements

- Max weight/dims for flight AMS - SVG are: 120 x 80 x 80 with a max weight of 149kg. (Boeing 737)
- KLM's truck AMS - SVG must be used if more than 149kg.

#### Shipping documentation required:

- Original invoice – 6 copies
- Packing list

- Fumigation certificate required if no ISPM markings present (if wood package)
- DG Declaration (if required)

#### 4. Invoice Details

All invoices and packing list should display the following compliance elements:

- Shipped by air, DAP Airport Destination (Stavanger/SVG) (Incoterms 2020)
- Shipped by courier, DAP Airport Destination (Stavanger/SVG) (Incoterms 2020)
- Value stated for customs purposes only,
- Country of Origin,
- Currency
- HS Code
- Export Control Classification Number (ECCN)

**Note:** The following statements should be noted on every Invoice for customs' clearance purposes:

- If part is for Repair and will be returned to the customer, invoice should state – **“For Repair & Return”**.
- If part is an exchange or warranty exchange, invoice should state – **“For Exchange”** or **“For Warranty Exchange”**.

#### 5. AWB details

The AWB should display the following compliance elements:

**Please notify:**

Heli-One (Norway) AS  
 Forwarding Dept.  
 Kvernelandsveien 128  
 4323 Sandnes, Norway  
 Tel. +47 413 84 803

- Customs clearance of all shipments is processed by the Heli-One customs department located in Foss-Eikeland, Sandnes

#### 6. Pre-shipping pre-alert

All invoices must be sent to the mailing list below for approval **before the shipment departs:**

- Responsible CSO – depending on project/contract
- Sølve Skjæveland - Supervisor at SVG
- Trade Compliance Team– [globalcustomsmanager@chcheli.com](mailto:globalcustomsmanager@chcheli.com)

Mailing list:

- Responsible CSO; [solve.skjeveland@heli-one.com](mailto:solve.skjeveland@heli-one.com); [globalcustomsmanager@chcheli.com](mailto:globalcustomsmanager@chcheli.com)