

3P MRO Shipping Instructions

COUNTRY: Poland

BASE NAME: Heli-One (Poland)

Scope

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

1. General Information

Entity:	Heli-One (Poland) SP z.o.o.
Country:	Poland
Airport of destination (IATA):	Rzeszow (RZE)
Responsible CSO	As per OPP
Custom Broker	DTA SP z.o.o.

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

Ship to Address: Heli-One (Poland) SP. z o.o. VAT#PL 5252523088 Jasionka 947 (Airport Rzeszow-Jasionka) PL 36-002 Jasionka Poland EORI #: PL525252308800000	Notify/ Broker Address: DTA SP. Z.o.o. Ul.Przemyslowa 11 35-105 Rzeszow, Poland Tel: +48 17 857 96 92 Fax: +48 17 785 00 19
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3. Guideline to Ship

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

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 Poland.

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.

Shipping documentation required:

- 1 original invoice inside the box and one copy on the outside of the box
- Airworthiness certifications - copy outside the box
- CE declaration/certificate – 1 copy per part if required

- 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 (Rzeszow/RZE) (Incoterms 2020)
- Shipped by courier, DAP Airport Destination (Rzeszow/RZE) (Incoterms 2020)
- Value stated for customs purposes only,
- Country of Origin,
- Currency
- HS Code
- Export Control Classification Number (ECCN)
- State on invoice if parts are serviceable and include an airworthiness certificate (FAA/EASA/TCCA etc.). This allows us to import them duty free into the EU

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. 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
- Marcin Ludwiniak – Receiving Inspector at RZE
- Trade Compliance Team– globalcustomsmanager@chcheli.com

Mailing list:

- Responsible CSO; Marcin.Ludwiniak@heli-one.com; globalcustomsmanager@chcheli.com