



## How to ship samples to BASEC



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## 1. Summary

This document sets out rules for shipping samples and other items to British Approvals Service for Cables and must be adopted and implemented by all BASEC's clients.

## 2. Samples Submission

Following receipt of instructions from BASEC, samples must only be submitted for initial type testing, routine testing, one-off testing or CPR testing. A delivery address and BASEC reference/job number are essential to initiate testing of your product. All test samples and their packaging and accompanying paperwork must be clearly labelled with the advised job number.

Samples from routine surveillance visits should normally be received at the laboratory within ten working days of selection. The delivery must be identified on the external packaging with the name and address of the sender. It must be accompanied by a copy of the sample selection sheet (BSF184) supplied by the BASEC representative and signed by the client and the representative.

## 3. Quality of Packaging

Please ensure that the samples are properly secured to avoid any damage or degradation in transit. BASEC cannot test damaged samples and additional costs and delays will be incurred at the client's expense.

## 4. Drums

BASEC cannot accept drums that exceed 2m in diameter or 1.15m in width. The gross weight of a drum must not exceed 2500kg. Drums larger than these limits will be rejected, at the client's cost. Please ensure that samples delivered on drums are not tangled.

Drums should be transported upright and not on their side. Drums outside the limitations stated above may be refused delivery and/or incur additional handling charges. Multiple samples may be included in one drum but must be side by side, not end to end.

## 5. Reels

Reels of cable should be boxed or palletised to reduce the likelihood of a reel being separated from the shipment. Reels may be transported on their sides. Palletised reels need to be protected by shrink wrap and secured to the pallet by means other than just shrink wrap.

## 6. Loose Coils

Loose coils of cable should be boxed and palletised for shipment. If loose coils are shipped only on a pallet then they need to be secured to the pallet by means other than just shrink wrap. Segments of coils overlapping the edge of pallets may become damaged.

## 7. Containers

BASEC will not accept delivery of ISO shipping containers as they cannot be unloaded on site. If samples are shipped in a container, the client must make arrangements for these to be offloaded prior to delivery.

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## 8. Customs Procedure Code

When sending samples to BASEC, clients must clearly label them with the BASEC reference/ job number and send to: **Goods Inwards, BASEC, Presley House, Presley Way, Crownhill, Milton Keynes, MK8 0ES, UK.** The Shipment must also be labelled and documentation must include Customs procedure Code CPC 4000C30.

The paperwork needs to declare that the cable samples are for examination, analysis & testing purposes only and will be destroyed in the course of, or subsequent to the testing. Any costs incurred by BASEC will be charged back to the client and will be subject to an additional administration fee.

Please note that all shipping, handling and customs clearance and delivery charges must be arranged and paid for by your company in advance, otherwise there may be delays and additional storage charges incurred to clear your cables when they arrive in the UK. BASEC will apply additional administration fees if such payments are not made.

Clients are responsible for insuring their samples for the entire journey to BASEC, including the final road haulage phase. BASEC will not take any responsibility for any samples delayed, lost, stolen or damaged in transit, due to packaging problems or otherwise.

## 9. Customs Information

BASEC VAT number	209 1295 74
BASEC EORI number	GB209129574000
Cable Commodity code	85 44 499 500
Custom Procedure Code	CPC 4000C30

## 10. Customs Duties and Taxes

The client will bear all shipping costs, customs duties and taxes. All clients shipping samples or other items to BASEC must complete the "destination duties/ taxes" section of the waybill (see sample of waybill on page 5, relevant section is marked red). This section of the waybill must show that the sender (shipper) is responsible for destination duties or taxes.

In such circumstances where clients do not fill out the shipment waybill correctly BASEC will not pay customs duties or taxes.

BASEC will not be liable to pay customs duties, charges and taxes for samples or other items shipped to its premises.

## 11. Ownership of Samples

Once samples have been submitted to and have arrived at BASEC they are deemed to be BASEC property.

Unless return of the samples is specifically requested by the client before testing has been started, all samples will be confidentially disposed of after testing.

If a client wishes to have the samples returned, then all packaging, handling and shipment costs will be borne by the client. BASEC will levy additional charges to cover administration and any work required by BASEC to complete such a request.

In these cases, the client will also be responsible for any import, VAT, duty or export fees incurred by BASEC, with additional charges applied to cover administration.

- 8. Customs Procedure Code
- 9. Customs Information
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12. Sample waybill (relevant sections marked red):

12. Sample waybill

**EXAMPLE**

<b>1 Payer account number and Shipment Value Protection details</b> Charge to <input checked="" type="checkbox"/> Shipper <input type="checkbox"/> Receiver <input type="checkbox"/> 3rd party <input type="checkbox"/> Cash <input type="checkbox"/> Check Payer Account No. _____ Shipment Value Protection see reverse. <small>Not all payment options are available in all countries.</small> <input type="checkbox"/> Yes Increased Protection Value _____																																						
<b>2 From (Shipper)</b> Shipper's account number: <b>ABC 123</b> Contact name: <b>BIG BILL</b> Shipper's reference (up to 32 characters): _____ Company name: <b>BIG BILLS CABLE CO.</b> Address: <b>123 HIGH STREET ANY TOWN</b> Postcode/Zip Code (required): _____ Phone, Fax or E-mail (required): _____																																						
<b>3 To (Receiver)</b> Company name: <b>BASEC</b> Delivery address (DHL cannot deliver to a PO Box): <b>PRESLEY HOUSE PRESLEY WAY CROWNHILL MILTON KEYNES BUCKS</b> Postcode/Zip Code (required): <b>MK 08 ES</b> Country: <b>UK</b> Contact person: <b>RICK</b> Phone, Fax or E-mail (required): <b>+44(0)1908 267300</b>		<b>4 Shipment details</b> <small>Billied weight is calculated from total weight and dimensions</small> <table border="1"> <tr> <th>Total number of packages</th> <th>Total Weight</th> <th>Pieces</th> <th colspan="3">Dimensions in inches</th> </tr> <tr> <td>1</td> <td>lb 123.02</td> <td>1</td> <td>Length</td> <td>Width</td> <td>Height</td> </tr> <tr> <td></td> <td></td> <td></td> <td>40</td> <td>35</td> <td>40</td> </tr> <tr> <td></td> <td></td> <td></td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td></td> <td></td> <td></td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td></td> <td></td> <td></td> <td>x</td> <td>x</td> <td>x</td> </tr> </table>	Total number of packages	Total Weight	Pieces	Dimensions in inches			1	lb 123.02	1	Length	Width	Height				40	35	40				x	x	x				x	x	x				x	x	x
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<b>5 Full description of contents</b> Give content and quantity: <b>ELECTRIC CABLE FOR EXAMINATION, ANALYSIS &amp; TESTING PURPOSES ONLY</b> <b>CPC 4000C30</b>		<b>6 Non-Document Shipments Only (Customs Requirement)</b> Attach the original and two copies of a Proforma or Commercial Invoice Shipper's VAT/GST number: _____ Receiver's VAT/GST or Shipper's EIN/SGN: _____ Declared Value for Customs (as on commercial/proforma invoice): _____ Harmonized Commodity Code if applicable: <b>8544499500</b> AES Transaction Number: _____ TYPE OF EXPORT: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Repair/Return <input type="checkbox"/> Temporary Destination duties/taxes if left blank receiver pays duties/taxes. <input type="checkbox"/> Receiver <input checked="" type="checkbox"/> Shipper <input type="checkbox"/> Other <small>(Specify approved account number)</small>																																				
<b>7 Shipper's agreement (Signature required)</b> <small>Unless otherwise agreed in writing, I/we agree that DHL's Terms and Conditions of Carriage are all the terms of the contract between me/us and DHL and I/ we each term and Conditions and, where applicable, the Warsaw Convention limits and/or excludes DHL's liability for loss, damage or delay and I/ we this shipment does not contain cash or dangerous goods (see reverse).</small> Signature: <i>Big Bill</i> Date: <b>1 / 1 / 11</b>																																						

**BASEC**  
BRITISH APPROVALS SERVICE FOR CABLES



## For more information

If you have any questions relating to this document, or the implementation of the requirements please contact:

**BASEC**  
**Presley House, Presley Way**  
**Crownhill, Milton Keynes**  
**Buckinghamshire**  
**MK8 0ES, UK**

**+44 (0)1908 267300**

[mail@basec.org.uk](mailto:mail@basec.org.uk)  
[www.basec.org.uk](http://www.basec.org.uk)