



How to ship samples to BASEC Group Limited UK



Contents

1. Summary
2. Samples Submission
3. Quality of Packaging
4. Drums
5. Reels
6. Loose Coils
7. Containers
8. Customs Procedure Code
9. Customs Information
10. Customs Duties and Taxes
11. Ownership of Samples
12. Sample Waybill



1. Summary

This document sets out rules for shipping samples and other items to BASEC Group Limited (BASEC) and must be adopted and implemented by all BASEC's customers.

Please note our opening hours for delivery of samples:

08:30hrs to 16:30hrs, Monday to Thursday only

08:30hrs to 12:00hrs, Friday only

2. Samples Submission

Samples must only be submitted for initial type testing, routine testing, one off testing or CPR testing following receipt of instructions from BASEC. All test samples, their packaging and accompanying paperwork must be clearly labelled with the advised job number and BASEC's delivery address - both are essential to initiating the testing of products.

Samples from routine surveillance visits should be received at the laboratory within 10 working days of selection. The delivery must be identified on the external packaging with the name and address of the sender. All goods should be clearly labelled with the labels emailed by BASEC, for the purposes of clearly identifying all samples.

BASEC's Goods-In team will check each sample received against the sample selection sheet - it is very important that the correct sample labels provided by BASEC are used. Incorrectly labelled samples will be quarantined for re-labelling which will delay product testing and may result in your company incurring additional administrative costs.

3. Quality of Packaging

Please ensure that the samples are properly secured, packaged and protected to avoid any damage or degradation in transit. BASEC cannot test damaged samples - if it is necessary for BASEC to return samples then all associated costs will be recovered directly from you, the customer.

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 with all associated costs being recovered from you, the customer. Please ensure that samples delivered on drums are not tangled or twisted and that the cable ends are fully protected.

Drums should be transported upright and not on their side. BASEC can unload from an open back or curtain side trailer, subject to the maximum load & dimensions detailed above. 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.

Wooden Drums MUST be treated for anti-fungus / termite / other harsh environmental exposures.

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 and should weigh no more than 30kg, coils weighing more than this must be **pre-strapped** to enable the coil to be safely lifted out, to a maximum weight of 150kg or shipped on a drum. The loose coils must be secured to the pallet by means other than just shrink wrap. Segments of coils overlapping the edge of pallets may become damaged. **BS 8512:2008 provides clear instructions for the storage and handling of electric cables.**

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, you must arrange for offloading prior to delivery.

1. Summary
2. Samples Submission
3. Quality of Packaging
4. Drums
5. Reels
6. Loose Coils
7. Containers

Pre-strapped loose coils

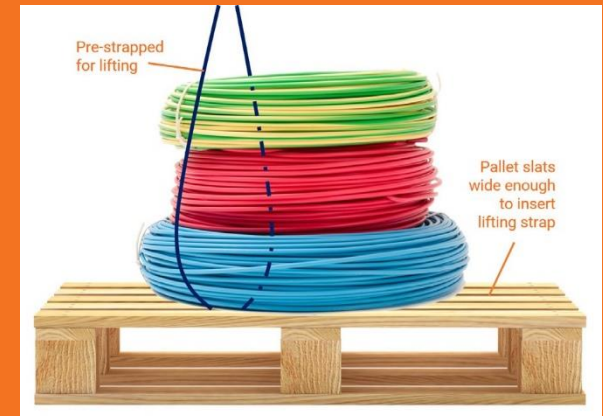


Diagram for illustration purposes only
Dashed strap denotes placement within the coil
Please ensure boxed and packaged for safe delivery

12. Sample waybill (relevant sections contain example text in red):

Add their account #	Contact Name	CPC 4000-C33-F45
Your name		
Your address		
		CPC 4000-C33-F45
BASEC Group Limited		
GOSIA / PETER		

Once your shipping arrangements have been finalised, please advise your shipping provider to issue an **Advanced Shipping Notice** to BASEC. Notification should be sent a minimum of 24 hours prior to delivery by emailing:

gosia.lewandowska@basec.org.uk - quote the shipping reference

No response will be provided as the notification is used to speed up test scheduling.

12. Sample waybill



For more information

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

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

+44 (0)1908 267300

mail@basec.org.uk

www.basec.org.uk

Registered office: Kiwa House, Malvern View Business Park, Stella Way, Bishops Cleeve, Cheltenham, Gloucestershire, GL52 7DQ