



## 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 customers.

## 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. All test samples, their packaging and accompanying paperwork must be clearly labelled with the advised job number and BASEC delivery address, both are essential to initiating the testing of your product.

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. It must also be accompanied with a copy of the sample selection sheet (BSF184) supplied by a BASEC representative and signed by both you, the customer, and the representative.

Unless otherwise agreed with BASEC, all burnt specimens / residues / unused / surplus material or specimens of cable will be disposed of within 45 days of completion of all relevant testing.

## 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, at you the customer's cost. 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. 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 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.

## 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.

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### Pre-strapped loose coils

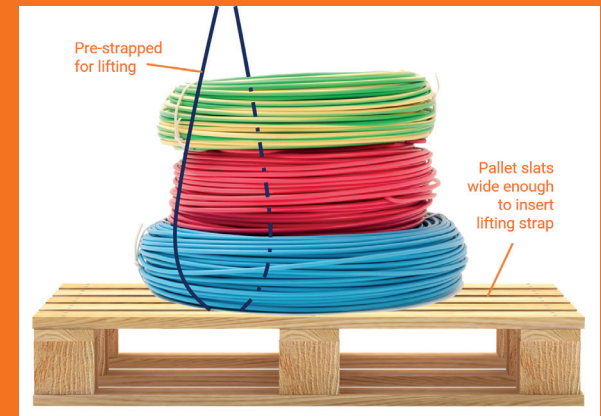


Diagram for illustration purposes only  
Dashed strap denotes placement within the coil  
Please ensure boxed and packaged for safe delivery

## 8. Customs Procedure Code

When sending samples to BASEC, **you 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 4000C33.

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 you 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.

You are responsible for insuring your 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 4000C33

## 10. Customs Duties and Taxes

You will bear all shipping costs, customs duties and taxes. All customers shipping samples or other items to BASEC **must complete** the **“destination duties/taxes”** section of the waybill (see sample of waybill on page 5). This section of the waybill must show that the **sender (shipper) is responsible for destination duties or taxes**.

In such circumstances where customers 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 the property of BASEC.

Unless return of the samples is specifically requested prior to the commencement of testing, all samples will be confidentially disposed of after testing.

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

In these cases, you 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
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12. **Sample waybill** (relevant sections contain example text in 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 Payer Account No. _____ <input type="checkbox"/> Check Shipment Value Protection see reverse <small>Not all payment options are available in all countries.</small> <input type="checkbox"/> Yes Increased Protection Value <small>(United Kingdom)</small>																										
<b>2 From (Shipper)</b>		<b>4 Shipment details</b> <small>Billed weight is calculated from total weight and dimensions</small>																								
Shipper's account number <b>ABC 123</b>	Contact name <b>BIG BILL</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Total number of packages</th> <th>Total Weight</th> <th>Pieces</th> <th colspan="3">Dimensions in inches</th> </tr> <tr> <td style="text-align: center;"><b>1</b></td> <td style="text-align: center;"><b>lb 123</b></td> <td style="text-align: center;">oz</td> <td style="text-align: center;"><b>40</b></td> <td style="text-align: center;"><b>x 35</b></td> <td style="text-align: center;"><b>x 40</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">x</td> <td style="text-align: center;">x</td> <td style="text-align: center;">x</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">x</td> <td style="text-align: center;">x</td> <td style="text-align: center;">x</td> </tr> </table>	Total number of packages	Total Weight	Pieces	Dimensions in inches			<b>1</b>	<b>lb 123</b>	oz	<b>40</b>	<b>x 35</b>	<b>x 40</b>				x	x	x				x	x	x
Total number of packages	Total Weight	Pieces	Dimensions in inches																							
<b>1</b>	<b>lb 123</b>	oz	<b>40</b>	<b>x 35</b>	<b>x 40</b>																					
			x	x	x																					
			x	x	x																					
Shipper's reference (up to 32 characters) <b>ENTER BASEC JOB NUMBER</b>		<b>5 Full description of contents</b>																								
Company name <b>BIG BILLS CABLE CO.</b>		Give content and quantity <b>ELECTRIC CABLE FOR EXAMINATION, ANALYSIS &amp; TESTING PURPOSES ONLY</b>																								
Address <b>123 HIGH STREET ANY TOWN</b>		<b>CPC 4000C33</b>																								
Postcode/Zip Code (required)	Phone, Fax or E-mail (required)	<b>6 Non-Document Shipments Only (Customs Requirement)</b>																								
<b>3 To (Receiver)</b>		Attach the original and two copies of a Proforma or Commercial invoice																								
Company name <b>BASEC</b>	Delivery address (DHL cannot deliver to a PO Box) <b>PRESLEY HOUSE PRESLEY WAY CROWNHILL MILTON KEYNES BUCKS</b>	Shipper's VAT/GST number _____ Receiver's VAT/GST or Shipper's EIN/SSN _____																								
Postcode/Zip Code (required) <b>MK8 0ES</b>	Country <b>UK</b>	Declared Value for Customs (as on commercial/proforma invoice) _____ Harmonized Commodity Code if applicable <b>8544499500</b>																								
Contact person <b>GARY / PETER</b>	Phone, Fax or E-mail (required) <b>+44(0)1908 267300</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 exclude DHL's liability for loss, damage or delay and I/ we shipper does not contain cash or dangerous goods (see reverse).</small>																								
		Signature <i>Big Bill</i> _____ Date <b>1 / 1 / 11</b>																								

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:

**[gary.scarlett@basec.org.uk](mailto:gary.scarlett@basec.org.uk)** - quote the shipping reference

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

**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)