

3P MRO Shipping Instructions

COUNTRY: Canada

ENTITY NAME: Heli-One Canada ULC

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

Entity:	Heli-One Canada ULC.
Country:	Canada
Airport of destination (IATA):	Vancouver International Airport (YVR)
Responsible CSO	As per OPP
Custom Broker	Livingston International INC.

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 Canada ULC. 8500 River Road Delta, BC V4G 1B5, Canada c/o Livingston International Inc. 604-685-3555 Ask for team 60	Notify/ Broker Address: Livingston International Inc. 1140 West Pender Street Suite 720, Vancouver, BC V6E 4H5, Canada
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3. Guideline to Ship

This is a step by step on how to ship parts to this entity.

Packing requirements

- All wood products made from raw wood will be subject to wood packaging regulations in most countries including Canada. Exemptions will be manufactured wood (i.e.: plywood, fibreboard, etc. provided they are not supported by raw wooden products).
- If the crates are made Outside USA, a phytosanitary certificate before it can be allowed entry in Canada.

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.

Package Sizes and Recommendations:

- Max weight / dims for narrow body is: 120 x 80 x 80 cm with a max weight of 149kg. (Boeing 737)

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 lists should display the following compliance elements:

- Shipped by air, DAP Airport Destination (Vancouver/ YDT) (Incoterms 2020)
- Shipped by courier, DAP Airport Destination (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 in order to determine the nature of shipment 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:

Livingston International Inc.
1140 West Pender Street
Suite 720,
Vancouver, BC
V6E4H5

6. Contact Information

If you need to contact the base, here is where you will find their contact information. Please always copy the Global.Transportation@heli-one.ca when asking for more information to the base.

Base Contacts YDT (River Road) & YVR (Richmond)

Contact name:	E-mail address:	Phone#:	Mobile#:
Scott Buchanan	scott.buchanan@heli-one.com	+1 604 227 8087	+1 778 999 0379

Aaron Richards	aaron.richards@chcheli.com		+1 778 887 2136
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Custom Broker

Contact name:	E-mail address:	Phone#:
Team 60	cst88260@livingstonintl.com	+1 604 685 3555 and ask for Team 60
	branch815@livingstonintl.com	
	YVR@livingstonintl.com	+1 604 657 8015

7. 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
- Scott Buchanan - Supervisor at YDT
- Trade Compliance Team– globalcustomsmanager@chcheli.com

Mailing list:

- Responsible CSO; Scott.Buchanan@heli-one.com; globalcustomsmanager@chcheli.com