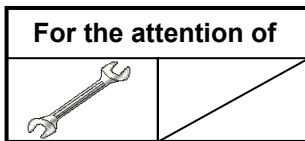


Information Notice

SUBJECT: GENERAL

Rules for returning parts to Airbus Helicopters



AIRCRAFT CONCERNED	Version(s)	
	Civil	Military
EC120	B	
AS350	B, BA, BB, B1, B2, B3, D	L1
AS550		A2, C2, C3, U2
AS355	E, F, F1, F2, N, NP	
AS555		AF, AN, SN, UF, UN, AP
EC130	B4, T2	
SA365 / AS365	C1, C2, C3, N, N1, N2, N3	F, Fs, Fi, K, K2
AS565		MA, MB, SA, SB, UB, MBe
SA366		GA
EC155	B, B1	
SA330	J	Ba, L, Jm, S1, Sm
SA341	G	B, C, D, E, F, H
SA342	J	L, L1, M, M1, Ma
ALOUETTE II	313B, 3130, 318B, 318C, 3180	
ALOUETTE III	316B, 316C, 3160, 319B	
LAMA	315B	
EC225	LP	
EC725		AP
AS332	C, C1, L, L1, L2	B, B1, F1, M, M1
AS532		A2, U2, AC, AL, SC, UE, UL
EC175	B	
H160	B	
EC339		KUH/Surion
BO105	C (C23, CB, CB-4, CB-5), D (DB, DBS, DB-4, DBS-4, DBS-5), S (CS, CBS, CBS-4, CBS-5), LS A-3	CBS-5 KLH, E-4
MBB-BK117	A-1, A-3, A-4, B-1, B-2, C-1, C-2, C-2e, D-2, D-2m, D-3, D-3m	D-2m, D-3m
EC135	T1, T2, T2+, T3, P1, P2, P2+, P3, EC635 T1, EC635 T2+, EC635 T3, EC635 P2+, EC635 P3, T3H, P3H, EC635 T3H, EC635 P3H	

No. 3761-I-00

The target of this Information Notice is to detail the rules for material return to Airbus Helicopters in the frame of MRO activities.

The application of the rules described below has a major impact on our repair leadtimes and, in the case of replacement parts, the availability of standard exchange items.

1- RMA - Return Material Authorization

The RMA is an Airbus document allowing shipment of customers' parts and/or core-units to our logistics platform. This document, provided by our front office team, indicates the corresponding shipping address.

The RMA **shall be enclosed with your part and shall be visible on the package**, so that it can be processed by our logistics teams.

As stipulated in our Standard Conditions of Sale, any package received without an RMA shall be subject to dispute and may be returned to the sender.

2- Log Card

The Log Card shall be enclosed with the package for the return of any parts that have a log card as well as their sub-assemblies.

The Log Card shall be duly completed in accordance with Information Notice No. **2957-I-00** and as per Work Card **20-08-05-101** of the maintenance manual.

3- Particle detection sheet (for concerned helicopters only)

For any mechanical assembly featuring a lubrication system, the particle detection follow-up sheet shall be attached to the Log Card in accordance with:

- Safety Information Notice No. **3095-S-63**
- Information Notice No. **3245-I-60**
- Work Card **20-08-01-601** of the maintenance manual.

This sheet shall be enclosed with the Log Card, even if no particle has been detected.

4- Information for customs authorities

The import clearance process is a mandatory step for the receipt of the packages. To ensure speedy customs clearance, an invoice must be enclosed with the package. The invoice shall state the following:

- Delivery address, invoicing address and incoterm
- Airbus Helicopters part number and serial number (these are mentioned on the RMA or the Airbus Helicopters order)
- Unit price of each item and the total price of all items
- Cost of freight and the associated currency
- Type of helicopter.

The following information shall also be provided by the transit agent, for packages sent **from outside the European Union**:

- Valid T1 form
- Transport document used for import into the European Union (air, land or sea) with packing details

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If we are unable to process the parts received due to missing information, as stipulated in the Standard Conditions of Sale, Airbus Helicopters may:

- Return the part to the sender (for repair orders)
- Re-invoice any part replacement and scrapping costs (for standard exchange orders, including SMART contracts)

Thank you for sticking to these rules, which will enable us to provide you with the best service. Please feel free to contact your logistics focal point should you have any questions or require further explanations.