

Date January 2025

To: Whoever it may concern

**Hexcel Composites Ltd (Duxford) – Delivery / Collection Procedure.**

This letter is to inform you of Hexcel Composites Limited (Duxford) process for expected deliveries or collections.

The growth of global trade and increasing security threats to the international movement of goods have resulted in the European Union's move to secure the international trade flow with the European Union Customs Security Program.

The expected delivery / collection procedure meets Hexcel's site security and safety requirements.

Having a schedule of expected and authorised deliveries / collections at Hexcel Composites Limited (Duxford) will mean we will not allow access to our site or accept delivery / collection of any goods where the transport driver does not have a unique consignment (UCR) / collection reference.

**WHAT YOU NEED TO DO**

Please have your Transport Company comply with the following procedure not less than 48 hours prior to the delivery / collection.

- Provide by email a copy of either the MRN / Air Waybill / Bill of Lading / Packing List / Delivery Note / Commercial Invoice etc. that covers the expected delivery / collection to the following email address: - [uk.hexcelucr@kuehne-nagel.com](mailto:uk.hexcelucr@kuehne-nagel.com)
- Kuehne + Nagel (K&N) UK (Hexcel's Freight and Customs Management provider) will issue a UCR / reference number that will be specific to that delivery / collection. The UCR/ reference number is to be given to the driver who will make the delivery / collection.
- On arrival the driver will provide the UCR/reference number at the Hexcel warehouse.
- Once validated by the warehouse the driver will be granted access to make the delivery / collection.

All drivers must also ensure they are wearing personal protective equipment whilst on site.

It is important that your company comply with this procedure. Failure to follow this procedure will result in the refusal to accept the delivery / collection. If you have any queries regarding this procedure, please contact Rebecca Fasakin at Email: [Rebecca.Fasakin@Hexcel.com](mailto:Rebecca.Fasakin@Hexcel.com)

Yours faithfully

For and on behalf of Hexcel Composites Ltd

A handwritten signature in black ink, appearing to read "Rebecca Fasakin", written over a light blue rectangular background.

Rebecca Fasakin  
European Logistics Manager