

Title:

Supplier Subtier Special Process Control**Aerojet Quality Note****C04****Rev #****Date****0****10/28/08**

Prior to the supplier's subtier performing any special processing such as heat treat, welding, solder, surface treatment/plating, NDT, etc., the supplier shall furnish detailed subtier process procedures to Aerojet as noted below for approval. The supplier's subtier's procedures shall include sufficient detail to fully define and control the process. The procedure shall include the name and address of the supplier's subtier facility. After Aerojet approval, no changes in the procedure, including supplier's subtier location, are allowed without prior Aerojet approval. An on-site survey may be conducted by Aerojet and/or Aerojet's customers/Government/Regulatory Authorities (when accompanied by Aerojet) for approval of special processes. Aerojet approval of the supplier's subtier procedures does not relieve the supplier/subtier of any responsibility for compliance to the Purchase order. The supplier shall notify Aerojet 30 days prior to a change in the supplier or subtier's facility location.

For Aerojet Purchase Orders originating in Camden AR, Clearfield UT, Culpepper VA, or Gainesville VA, the Supplier shall utilize the VIR form to communicate the documentation required above. The VIR form can be found here: [VIR Form](#)

For Aerojet Purchase Orders with Redmond WA or Sacramento CA: Send email to Aerojet buyer.

Rev	Date	Description of Change	Changed By

This document is an integral part of the contract (purchase order) in which referenced. **Applicable Revision:** The revision in effect at the time the purchase order is placed.