

**Aerojet Quality Note****E12****Rev #****Date****1****4/21/10****For all part numbers new to the supplier:**

Supplier shall complete and submit Form SS40809 ([SS40809 Form and Instructions](#)), Special Processes Certification, to Aerojet for review and approval prior to actual processing of product. All special processes shall be performed by Nadcap or Aerojet approved sources. Aerojet retains right of disapproval of sources and adequacy of certification.

Once Form SS40809 is approved by Aerojet, the Aerojet buyer will return the approved form to the supplier (electronic transmission is acceptable).

If Form SS40809 is not approved, the supplier shall work with the Aerojet Procurement Quality staff to either resolve problems or choose new sub-tier suppliers.

**For parts produced by supplier and shipped to Aerojet in the past, such that an approved Special Process Form is already on file at supplier and Aerojet:**

A new Special Process Certification is required ONLY IF:

- The supplier's sub-tier is different since the last submission (due to choosing a different sub-tier or due to termination of original sub-tier's certification or other reason).
- Process methods, steps, or procedures listed on the special process form have been updated or revised since last submission
- A Purchase Order updates the revision of the part drawing or SCD, even if the change in revision does not affect special processes.

For audit purposes, the burden of proof is on the supplier.

**Aerojet – Redmond Inspection** to verify existence of Special Process Certification in Aerojet files, print a copy of the most recent Special Process Certification, and put that copy in the data package.

Rev	Date	Description of Change	Changed By
1	4/21/2010	Completely revise to simplify submissions	M. Sakrison

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.