



GE
Aviation

Dear Supplier:

To ensure the safety and security of our facilities, suppliers, contractors, and any additional purchased service providers who employ individuals needing **unescorted** access to GE Aviation facilities are required to provide certification of a security background check for each individual. Badges that provide unescorted access will not be issued until the security background check has been successfully completed and verified. These obligations and requirements are detailed in the GE Aviation Purchase Agreements and/or Purchase Orders under the Terms and Conditions of Purchase.

Effective March 1, 2005, this certification is evidenced by a GE Aviation Access # . In order to provide a security background check which meets GE Aviation contract requirements and provides the GE Aviation Access #, use of one of the following approved Background Check vendors is necessary:

- Adrem Profiles, Phone: 813-963-5795, Fax: 813-963-5979, <http://www.adpro.com/>
- Wackenhut: Phone: 1-800-275-8318 X 6417 <http://www.ci-wackenhut.com/BackgroundScreening.htm>

Contact one of these two vendors to obtain a security background check for your employee who will need unescorted access to GE Aviation facilities. When contacting these vendors, identify your company as a GE Aviation supplier. The Background Check vendor will establish an account for your company and guide you through the Security Background Check requirements for GE Aviation facility access. If the screened person meets the required criteria for access, you will receive a GE Aviation Access number. The required criteria for access are detailed in the Terms and Conditions of your contract. Download the Non-GE Employee Security Check Confirmation form by at: http://www.geae.com/aboutgeae/doingbusinesswith/docs_supplier_security/SecurityCheckConfirmationForm2009_us.doc

Complete the form and include the GE Aviation Access number along with the name of the Background Check vendor. Return of the form will be required at the time of badge issuance. Please allow for at least four days for the background check vendors to complete the background check.

Suppliers will continue to pay for the required background checks. GE will retain the right to audit any supplier's compliance with this procedure.

If you have any questions about the revised Security Background Check process, contact your GE Aviation sourcing representative.

Thanks for your compliance in this matter.

GE Aviation