



GE Aviation

GE Aviation Systems LLC
Supply Chain Management
3290 Patterson Avenue S.E.
Grand Rapids, Michigan 49512
USA

www.ge.com/aviation

September 22nd, 2008

Dear Valued 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 GE Aviation Systems' terms and conditions of purchase, which can be found at: <http://www.geaviationsystems.com/About/Doing-Busi/index.asp>. Suppliers on long term agreements are also notified of this change in procedure.

Effective November 1st 2008, no unescorted access badges will be issued without this certification. Individuals with an existing unescorted access badge, issued prior to March 1st 2008 will not be required to undergo this background check at this time. This certification is evidenced by a GE Aviation Access Number issued by one of the Background check vendors listed below.

In order to provide a security background check which meets GE Aviation contract requirements and provides the GE Aviation Access number, use of one of the following approved Background Check vendors is necessary:

- o Adrem Profiles, a ChoicePoint Company Phone: **Phone: 727-828-5351 or 1-800-483-9929 (ext. 5351), Alternate: 1-813-963-5795 , Fax: 1-800-601-4798**, <http://www.adpro.com/>
- o Wackenhut: **Phone 1-800-275-8318 x 6417, Fax: 1-561-691-6793**, <http://www.ci-wackenhut.com/Pre-employment.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, referenced above.



Download the Non-GE Employee Security Check Confirmation form at:

http://www.geae.com/aboutgeae/doingbusinesswith/docs_supplier_security/SecurityCheckConfirmationForm2005.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 4 days for the background check vendors to complete the background check.

A copy of this letter, vendor information, Instructions for suppliers and the confirmation form can be accessed at <http://www.geaviationsystems.com/About/Doing-Busi/index.asp>.

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 supply chain representative.

Thanks for your compliance in this matter.

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