

# GKN Aerospace - Cowes

## Supplier Notification

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<b>Date:</b>	<b>08 June 2020</b>
<b>Supplier Notification Number:</b>	<b>PQA-004-2020</b>
<b>Originator:</b>	<b>Gordon West</b>
<b>Suppliers Affected:</b>	<b>All Suppliers</b>
<b>Applicable programs:</b>	<b>All Programs</b>
<b>Supplier Notification Subject:</b>	<b>Contract Review Requirements</b>

**Message / Text:**

Recent Supplier escapes and non-conformance has identified the need to remind Suppliers of the importance of a robust contract review process.

Before the commencement of work to any new/amended Purchase Orders, Vendor Schedules or Contracts the Supplier should ensure a detailed review of the appropriate documents/requirements is completed.

In addition to a Suppliers applicable procedure, the below GKN requirement should be followed:

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**SECTION 6 - CONTRACT REVIEW**

*"To ensure conformity of the supplied product, the Supplier should complete a full and thorough multi-functional review of all the Purchase Order requirements (new and amendments/up issues) related to the product and ensure that all these requirements can all be met. The Supplier must ensure that all information required to manufacture the part e.g. Drawings, Specifications, Engineering instructions are formally obtained at the appropriate revision / issue from the Company or Customer sources prior to commencing part manufacture.*

*The Supplier must verify that any special process approvals required to manufacture the part are held by the Supplier or held by a 2nd tier subcontractor prior to acceptance.*

*A record of this review should be available for the Company to view upon request."*

Complementary to the above, Suppliers should ensure only approved engineering data appropriately communicated by GKN is used for the production of products.

It should also be noted that verbal instructions or other unofficial communications that determine the condition of supply are **not** acceptable.

**Supplier Action Required:**

Please ensure the aforementioned is reviewed and the requirements are flowed down throughout your organisation and supply base as applicable.

If you have any queries relating to this notification, please contact [supplier.quality@gknaerospace.com](mailto:supplier.quality@gknaerospace.com)

Thank you for your cooperation

A handwritten signature in black ink, appearing to be 'Gordon West', written over a faint, light-colored rectangular stamp or watermark.

**Gordon West - Procurement, ME & Quality Manager**