

SUPPLIER GUIDANCE NOTES:

SUPPLIER SPECIAL MEASURES: AUTHORISATION TO DELIVER

Supplier's Acknowledgement of Special Measures – Conditional Requirements

Formal notification of Special Measures – Conditional Requirements being imposed on deliveries as a result of a specific quality concern or the combination of quality concerns regarding Supplier's quality performance, shall be via PU.01.11.04 Form 1.

The issue of Special Measures – Conditional Requirements requires the Supplier to request authorisation to delivery any of the affected products, Form 1 will both define the conditions and the affected parts.

On receipt, Supplier's Quality Manager is to review and sign Form 1 to acknowledge the Special Measures – Conditional Requirements imposed, and return a copy of the signed Form 1 to GKN Procurement.

Supplier's Verification of Conditional Requirements and Request for Authorisation to Deliver:

When the Supplier is ready to make a delivery of any of the affected products, the Supplier shall provide a list of the parts to be delivered and verification that the Special Measures Conditional Requirements have been implemented. PU.01.11.05 Form 2 shall be used (plus any specified checklists etc). An approved Permission to Ship (PTS) for e.g. shortages, opens concessions etc. is still required.

Blank copies for PU.01.11.05 Form 2 can be obtained from Cowes Data Store/ Quality Documents

Completion of PU.01.11.05 Form 2:

Supplier:

Field 1: Add the SM record number as identified on Special Measures Form 1, revision status and a date Suffix (eg SM12345678 Rev A 03/04/2015).

Field 2: List all parts that are ready to be dispatched that have been identified on Special Measures Form 1, include Part Number, Description, Batch, Quantity and the applicable Purchase order & Line Number or Vendor Schedule number. If necessary use a continuation sheet to list all the parts included in this delivery.

Field 3: Sign: Add Name, Sign and Date to verify that the Special Measures Conditions Requirements referenced on Form 1 have been completed in full for all parts listed, and any Special Measures documentation required as referenced on Form 1 is attached. Submit Form to GKN Procurement.

GKN Aerospace-Cowes:

Field 4: Approval Signature by Quality Assurance Manager (or designate).

Return copy to Supplier via Procurement dept.

Repeat submittal and approval of Form 2 for each delivery, until Special Measures are removed by GKN Aerospace-Cowes Quality Assurance Manager.

PU.01.11.05 Issue 1