



GE Aviation/GE Edison Works

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Dear Supplier,

To ensure the safety and security of our facilities, employees, suppliers, contractors, and purchased service providers who employ individuals needing unescorted access to GE Aviation or GE Edison Works facilities are required to provide certification of a security background check for each individual. Unescorted badge 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 Purchase Agreements and/or Purchase Orders under the Terms and Conditions of Purchase.

This certification is evidenced by a GE Aviation Access Number. To obtain a security background check that meets GE Aviation and GE Edison contract requirements and provides the GE Aviation Access Number, use of one of the approved background check vendors. Approved background check vendors are found the [Supplier Security Requirements Portal](#).

Contact one of these vendors to obtain a security background check for your employee who will need unescorted access to GE Aviation and GE Edison Works facilities. When contacting these vendors, identify you 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. 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: [US Sites](#) [Non-US Sites](#)

Complete the form and include the GE Aviation Access number along with the name of the background check vendor. Return of the form at the time of badge issuance. Suppliers are responsible for paying for 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 or GE Edison Works sourcing representative.

Thanks for your compliance in this matter.

Regards,

John Sena
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