

**For all part numbers new to the supplier:**

Supplier shall complete and submit [Special Process Approval Form QMA-F-7.08.06.02](#) to Aerojet Rocketdyne Buyer for review and approval prior to actual processing of product. All special processes shall be performed by NADCAP or Aerojet Rocketdyne approved sources. Aerojet Rocketdyne retains right of disapproval of sources and adequacy of approval.

Once Form [QMA-F-7.08.06.02](#) is approved by Aerojet Rocketdyne, the Aerojet Rocketdyne buyer will return the approved form to the supplier (electronic transmission is acceptable).

If Form [QMA-F-7.08.06.02](#) is not approved, the supplier shall work with the Aerojet Rocketdyne Supplier Quality staff to either resolve problems or choose new sub-tier suppliers.

**For parts produced by supplier and shipped to Aerojet Rocketdyne in the past, such that an approved Special Process Form is already on file at supplier and Aerojet Rocketdyne:**

A new Special Process Certification is required ONLY IF:

- The supplier's sub-tier is different since the last submission (due to choosing a different sub-tier or due to termination of original sub-tier's certification or other reason).
- Process methods, steps, or procedures listed on the special process form have been updated or revised since last submission.
- A Purchase Order updates the revision of the part drawing or SCD, and the change in revision affects special processes.

The supplier shall include a copy of the Approved [QMA-F-7.08.06.02](#) form within their data package with delivery.