*Fill in the following sections with request information and email the form to Data Management at* [*ems\_cm@ga.com*](mailto:ems_cm@ga.com)*.*

# Requestor Information

|  |  |
| --- | --- |
| Supplier/Contractor Name: | Insert Name Here |
| Date of Request: | MM/DD/YYYY |
| Quality Clause # for Request: | Insert only one Quality Clause Number Here (e.g., 275) |

# Restrictions

Each request for document reuse shall be specific to a quality clause (e.g., 275 or 280). Documents for multiple quality clause requirements shall be submitted separately.

All document reuse requests shall be approved by GA-EMS prior to implementation.

# Document Reuse Options

Option 1: Supplier documents that were previously approved by GA-EMS for a specific part/hardware at a specific revision may be reused for the manufacturing of an identical part/hardware as long as the new part/hardware has the same part number and revision as the original part/hardware document.

Option 2: Supplier documents that were previously approved by GA-EMS may be applicable for the manufacturing of a new part/hardware. The supplier document must meet or exceed the new part/hardware requirements of the purchase order (PO).

# Supplier Document Identification

## Option 1 Request (as applicable to the PO)

| Previous PO Number | Current PO Number | Previously Approved Windchill Task Number | Supplier Document Type/Description | Supplier Document Number | Supplier Document Revision | Part Number | Part Revision |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 4700012345 | 4700045678 | SUP-000123 | (e.g. – WPS, PQR, NDE Written Practice, NDE Procedure (VT, MT, PT, etc.)) | (e.g. - WPS-123-D1.1, etc.) | A | 34000D123456 | C |
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\*Add rows as needed

## Option 2 Request (as applicable to the PO)

| Previous PO Number | Current PO Number | Previously Approved Windchill Task Number | Supplier Document Number | Supplier Document Revision | Previous Part Number | Part Revision | New Part Number | Part Revision |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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