



Dear Supplier

As a valued supplier to Virgin Atlantic Airways we would like to ensure that our records concerning your Supplier approvals remain up to date, in order to do so we are using the Approved 4 Business system.

Virgin Atlantic Airways have joined several other established airlines in using "Approved 4 Business" to provide the Core audit database for approved suppliers. For this reason we would be grateful if you would sign up to [www.approved4business.com](http://www.approved4business.com), enabling aviation Quality and Vendor Managers to track changes to your self-audit information and assisting you in reducing the self-audit burden.

In doing so you will receive alerts prior to your supplier review expiring, reminding you to gain and upload the latest certificates and to make any necessary changes to your self-audit. This means that your self-audit will always be current and we will not need to request the completion of a new one periodically as has been the case previously.

By directing all of your customers to your on-line form, you can reduce the number of self-audits completed to just one, updated annually.

We do recognise however that the success of this option relies on our suppliers subscribing to the data base and hope that the reduction in your administrative workload, instant oversight and cost efficiency will prove a sufficient incentive for you to join the scheme , for which there is a nominal fee.

Yours faithfully.

Peter Richardson

Quality Inspector

Supply Chain Management.

Virgin Atlantic Airways.

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