



Thomson  
Airways  
Wigmore House  
Wigmore Place  
Wigmore Lane  
Luton  
LU29TN

Dear Supplier,

As a valued supplier to Thomson Airways we would like to ensure that our records concerning your self- audit and approvals remain up-to-date. In order to do so we are using the Approved 4 Business system.

We would very much appreciate it if you would register your company at [www.approved4business.com](http://www.approved4business.com). In doing so you will receive alerts prior to your self audit and approvals 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.

Whilst we encourage the use of this service, and believe it will simplify the self audit process for buyer and supplier alike, we can provide you with the traditional paper form should you prefer.

Yours faithfully,

Tim McGregor

Manager Supply Chain