LOCKHEED MARTIN

# QM003

## Quality Requirements for Suppliers

Issue 3

Lockheed Martin UK Ampthill Ltd

LOCKHEED MARTIN

# Quality Matters

**Start Right – Keep Right – Finish Right**

QM003 Quality Requirements for Suppliers Issue 3 is a non-classified Lockheed Martin UK Ampthill Ltd publication.

It is permissible to distribute copies of this publication to sub-contractors, suppliers and the sub-tier supply chain.

This document supersedes QM003 Issue 2 and: -

- QM003-A Quality Requirements for Suppliers (UK Military Contracts)
- QM003-B Quality Requirements for Suppliers (Non-UK Military Contracts)
- QM003-C Quality Requirements for Suppliers (Business Supplies)

For more information visit: http://www.lockheedmartin.co.uk/uk/suppliers.html

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# QM003
## Quality Requirements for Suppliers

## QM003 Contents

# 1. SCOPE

ISO9001:2015 8.2.2 & 8.5.5

The aim of this document is to formally communicate the Lockheed Martin UK Ltd (LMUK) quality requirements to the supply chain. This document includes hyperlinks and is best read in its electronic form. This document supersedes any previously issued LMUK Quality Requirements for Suppliers QM003 document defining supplier requirements.

## 1.1 DEFINITIONS

References to standards indicated in green boxes

Indicates important information that is sometimes overlooked by suppliers

In this Quality Requirements for Suppliers QM003 document, the terms "***shall***" and "***must***" mean that the described action is mandatory; "***should***" means that the described action is expected with some flexibility allowed in the method of compliance; and "***may***" means that the described action is permissible or discretionary. The term "supplier" means vendor, supplier of goods and services, sub-contractor and distributor. Questions concerning this manual ***should*** be directed to your respective LMUK Buyer or Supplier Quality Engineer (SQE).

## 1.2 ORDER OF PRECEDENCE

Any inconsistencies in this document ***shall*** be resolved in accordance with the following descending order of precedence: (1) the drawing, design data and any approved concession deviation (2) the Purchase Order, release document, as applicable, including any special terms and conditions; (3) any Statement of Work; (4) QM003.

# 2. LOCKHEED MARTIN UK LTD

As the world's leading provider of Global Security Solutions, Lockheed Martin maintains the highest standards for ethical business practices and performance in every aspect of its business conduct.

Lockheed Martin builds sustainable supplier capacity by partnering with our supply chain to reduce adverse environmental impacts, to promote human rights, health, safety and ethical behaviour, and to enable responsible supplier growth and raise standards. We define Sustainable Supply Chain Management (SSCM) as "management of our supply base to drive affordability and innovation through social responsibility and environmental stewardship." The objective of SSCM is to ensure alignment of our supply base's social, ethical, environmental, safety and health responsibilities with Lockheed Martin's sustainability commitments. The Lockheed Martin UK Ltd Quality Policy can be obtained upon request.

# 3. SUPPLY OF GOODS AND SERVICES

Our business depends on a reliable, global network of skilled suppliers that provide the materials, parts and services to make our products and deliver them to our customers mission-ready and on time. Goods and services provided by our suppliers have a key impact on the quality of the products, solutions and services we offer our customers. To maintain a high level of quality, we are determined to establish and maintain close and long-lasting relationships with our suppliers. LMUK Terms and Conditions of trade ***shall*** apply to all contracts unless otherwise agreed.

# 4. QUALITY MANAGEMENT SYSTEM REQUIREMENTS

## 4.1 MINIMUM QUALITY REQUIREMENT

The minimum quality requirement for suppliers of goods and services to LMUK ***shall*** be Quality Management System (QMS) certification to ISO9001 by a UKAS (or equivalent) accredited certification body. This minimum requirement guarantees the supplier has put in place a consistent QMS able to satisfy our basic needs. Suppliers that provide goods and services that are used in

projects for aviation, defence and space applications ***should*** be certified to AS9100 or equivalent and listed on the IAQG Online Aerospace Suppler Information System (OASIS)

### 4.2 SPECIAL PROCESSES

ISO9001:2015 8.5.1

A special process is a process that generates outputs that cannot be measured, monitored, or verified non-destructively or cost effectively. Therefore deficiencies cannot be detected until after products are in use. In order to prevent output deficiencies, special processes ***must*** be periodically validated in order to prove that they can generate planned results. Periodic validation is usually performed by the use of test coupons, verification tests, system accuracy tests or personnel qualification tests. Suppliers and supplier sub-contractors providing special processes ***shall*** have a documented process control schedule (Process Control Document (PCD), Process Control Flow Chart (PCFC), job card traveller or similar) suitable of meeting all requirements prior to the commencement of production including all preparatory treatments, post treatments, processing, significant surfaces, tests and all other processes and treatments. In some instances depending on the criticality of product the process control schedule ***shall*** be subject to LMUK approval.

Suppliers and supplier sub-contractors providing special processes ***may*** be Nadcap accredited for the special process they provide.

### 4.3 EXCEPTIONS

Requirement exceptions for suppliers that do not meet the minimum quality certification ***shall*** be authorised on the basis of:

- The supplier is mandated by our customer.
- The supplier is the manufacturer of a single sourced product mandated by our customer.
- The supplier is the only distributor of a product mandated by our customer.
- The supplier provides goods or services that have no direct or indirect effect on the goods and services we provide our customer.

### 4.4 SPECIAL MEASURES

Where the above criteria and exceptions cannot be met, depending on the product, its application, value and criticality, special authorisation ***may*** be granted where evidence of compliance can be provided. This ***may*** include LMUK audit to a set of alternative basic quality requirements.

### 4.5 SPECIFICATIONS AND STANDARDS

ISO9001:2015 7.5.2 & 7.5.3

It ***shall*** be the responsibility of suppliers to obtain, review, work to and maintain current issues of specifications and standards from appropriate sources.

### 4.6 RECORD RETENTION REQUIREMENT

ISO9001:2015 7.5.2 & 7.5.3

Suppliers ***shall*** retain records relating to processing, testing, calibration, manufacture, supply, traceability and certification for a minimum of **7 years** unless otherwise stated by contract.

### 4.7 DELIVERY QUALITY CONDITIONS

The Delivery Quality Conditions stated on the purchase order define a supplier's quality management system capability to provide the goods or services at a level of documentation, traceability and certification referenced in the table below.

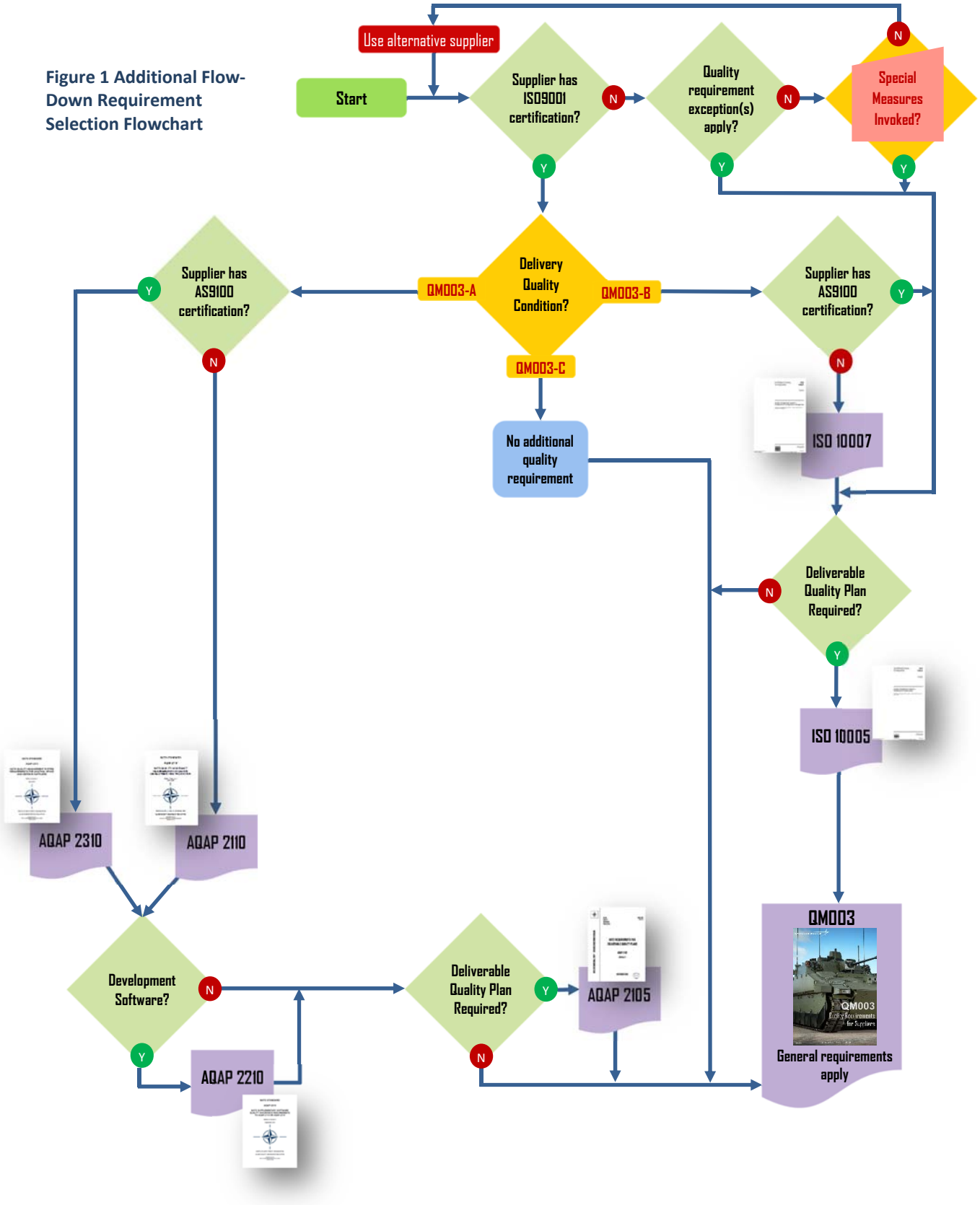
| Q Code | Description | Flow-Down Requirement in Addition to ISO9001 & QM003 |
|---|---|---|
| QM003-A | Quality Requirements for NATO Contracts | AQAP 2110 D / 2105 Applies |
| QM003-B | Quality Requirements for Non-Military Contracts | ISO 10005 / 10007 Applies |
| QM003-C | Quality Requirements for Business Supplies | No additional requirement |

## 5. ADDITIONAL FLOW DOWN REQUIREMENTS

ISO9001:2015 7.5.2 & 7.5.3

Additional requirements ***shall*** only apply when indicated by the delivery quality condition (Q Code) on the purchase order or other documentation associated with the contract. It ***shall*** be the supplier's responsibility to ensure the latest issue of all relevant documents are obtained, controlled and adhered to where applicable. See Figure 1 below.

**Figure 1 Additional Flow-Down Requirement Selection Flowchart**



QM003-A

### 5.1 AQAP 2110 EDITION D QUALITY REQUIREMENTS FOR DESIGN, DEVELOPMENT AND PRODUCTION

Allied Quality Assurance Publications (AQAP) are standards for quality assurance systems that have been developed by the North Atlantic Treaty Organization (NATO). AQAP 2110 Quality Assurance Requirements for Design, Development and Production defines requirements, which, if applied appropriately, provide confidence in the supplier's capability to deliver products that conform to LMUK contract requirements. The common ISO 9001 baseline inherently makes AS9100 and AQAP 2110 appear almost identical. It is acceptable for a supplier to offer a QMS that complies with the provisions of AS9100 as a satisfactory response to the QMS requirements of AQAP 2110, under two conditions:

- The supplier formally states that, “All AS9100 requirements applicable to the organization are applicable to this contract”;
- The supplier formally states that, “No exclusions to AS9100 taken by the organization ***shall*** in any way diminish, alter, or relieve the AQAP 2110 requirements of this contract”.

These formal statements ***should*** be made in the Deliverable Quality Plan (DQP). See BS EN 9137 or ARP9137 Guidance for the Application of AQAP 2110 within a Quality Management System for further information.

### 5.2 AQAP 2120 QUALITY REQUIREMENTS FOR PRODUCTION

AQAP **2110** Edition D supersedes AQAP 2120 Edition 3.

### 5.3 AQAP 2130 QUALITY REQUIREMENTS FOR INSPECTION AND TEST

AQAP **2110** Edition D supersedes AQAP 2130 Edition 3.

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### 5.4 AQAP 2210 SUPPLEMENTARY SOFTWARE QUALITY ASSURANCE REQUIREMENTS

AQAP 2210 is intended for use with AQAP 2110 as a software specific and project oriented supplement, and defines the requirements for the Software Quality Management Activities as related to the Project to be documented in a Software Project Quality Plan. These activities are based on the supplier's software quality system. The publication also requires the evaluation of the software quality management activities to ensure their effectiveness.

QM003-A

### 5.5 AQAP 2105 DELIVERABLE QUALITY PLAN

Where required suppliers ***shall*** submit a Deliverable Quality Plan (DQP) in accordance with AQAP 2105 which describes the framework in which the contract will be accomplished and is subject to approval by LMUK quality department. The quality plan is considered as the key document which ***shall*** define all relevant standards and procedures to ensure that work is completed successfully to the required level of quality. The supplier ***must*** ensure that their own personnel are aware of the existence, purpose and content of the quality plan. Form F0389 Deliverable Quality Plan template ***may*** be used to meet this requirement.

### 5.6 AQAP 2131 QUALITY REQUIREMENTS FOR FINAL INSPECTION

AQAP 2131 does not apply within the scope of this document.

QM003-A

### 5.7 AQAP 2310 QUALITY REQUIREMENTS FOR AVIATION, SPACE AND DEFENCE SUPPLIERS

AQAP 2310 is invoked when suppliers hold AS9100 (or equivalent) certification where AQAP 2110 does not apply.

QM003-B

### 5.8 ISO 10005 QUALITY PLAN

Where required suppliers ***shall*** submit a (Deliverable) Quality Plan (DQP) in accordance with ISO 10005 which describes the framework in which the contract will be accomplished and is subject to approval by LMUK quality department. The quality plan is considered as the key document which ***shall*** define all relevant standards and procedures to ensure that work is completed successfully to the required level of quality. The supplier ***must*** ensure that their own personnel are aware of the

existence, purpose and content of the quality plan. Form F0389 Deliverable Quality Plan template ***may*** be used to meet this requirement.

QM003-B

### 5.9 ISO 10007 CONFIGURATION MANAGEMENT PLAN

Where required suppliers ***shall*** prepare and operate a Configuration Management Plan, which describes the application of configuration management to the contract in accordance with ISO 10007 "Guidelines for Configuration Management". It is acceptable for a supplier to offer a QMS that complies with the provisions of AS9100 as a satisfactory response to the QMS requirements of ISO 10007.

## 6. COMPETENCE, TRAINING AND AWARENESS

ISO9001:2015 7.2 & 7.3

The supplier ***shall*** ensure personnel processing orders or performing work affecting conformity to product or service are trained and aware of the relevance and importance of their activities in relation to meeting the requirements of LMUK purchase orders and associated documentation.

### 6.1 TRAINING AND GUIDANCE RESOURCES

There are a multitude of training resources available specific to quality and other areas covered in this document provided by third party organizations.

It is highly recommended that the free resources provided by the Society of Automotive Engineers (SAE) International Aerospace Quality Group (IAQG) in the form of the Supply Chain Management Handbook (SCMH) is utilised to its full potential by all suppliers. This online document contains invaluable training and guidance material on every element of Aviation, Space and Defence (AS&D) requirements including first article inspection, configuration management, quality plans, counterfeit management and contract review.

## 7. CONTROL OF SUB-TIER SUPPLIERS

The supplier, as the recipient of the contract, ***shall*** be responsible for meeting all requirements, including work performed by the supplier's sub-tier suppliers (also known as sub-suppliers or subcontract suppliers).

### 7.1 SUB-CONTRACTED ORDERS

ISO9001:2015 8.4.2, 8.4.3 & 8.6

Where the supplier intends to sub-contract work or service normally undertaken by the supplier, a written agreement ***shall*** be in place between LMUK and the supplier indicating the reason for the sub-contract and the sub-tier sub-contractor to be used. Unless otherwise agreed, a DQP ***shall*** be submitted to LMUK.

### 7.2 SUB-TIER FLOW DOWN

When the supplier uses sub-tier sources to perform work on products and/or services for LMUK, the supplier ***shall*** include (flow-down) on contracts, to its sub-tier sources, all of the applicable technical and quality requirements contained in the LMUK contract, including quality system requirements, regulatory requirements, the use of LMUK designated sources, and the requirement to document and control 'key characteristics' and/or 'key processes,' and to furnish certification and test reports as required. LMUK representatives, customers and/or end users ***shall*** be allowed access to the sub-supplier's plant and facilities for the purpose of surveillance and inspection.

# 8. SUPPLIER APPROVAL

## 8.1 QUALITY MANAGEMENT SYSTEM CERTIFICATION

Suppliers to LMUK ***shall*** provide up-to-date copies of quality management system certification including scope of certification. LMUK ***shall*** be informed when certificates are reissued or revoked.

## 8.2 SCOPE OF APPROVAL

Suppliers ***shall*** inform LMUK Quality Department if they are requested to work outside their scope of approval.

## 8.3 SITE VISITS AND SUPPLIER AUDITS

ISO9001:2015 8.4.2, 8.4.3 & 8.6

Where appropriate, suppliers ***shall*** be subject to on-site audit and / or site visit by the LMUK supplier quality engineer and / or supply chain representative. In some instances LMUK will be unable to raise a purchase order until supplier approval has been granted. Scheduled verification audits, site visits and business to business meetings ***shall*** be supported when required.

## 8.4 RIGHT OF ACCESS

Suppliers and their sub-suppliers ***shall*** provide to LMUK, their customer and the Government Quality Assurance Representative (GQAR):

- The right of access to facilities where parts of the contracted activities are being performed including sub-suppliers premises
- Information pertaining to the fulfilment of requirements in the contract
- Unrestricted opportunity to evaluate supplier compliance with this document
- Unrestricted opportunity to conduct verification of product conformity to contract requirements
- Assistance for evaluation, verification, validation, testing, inspection or release of the product to verify that contract requirements have been accomplished at the supplier's or sub-suppliers premises
- Working area and facilities
- The necessary equipment available for reasonable use for performing verification
- Supplier and/or sub-suppliers personnel for operation of verification equipment as required
- Access to information and communication facilities
- The necessary supplier documentation, to confirm product conformance to specification
- Copies of necessary documents, including those on electronic media
- Confirmation of capacity constraints

## 8.5 SUPPORTING DOCUMENTATION

Documents required to complete the supplier approval process are:

- Form F0189 Supplier Quality Assessment and / or F0183 Supplier Assessment Questionnaire
- QMS certification
- Confidentiality or non-disclosure agreement (NDA) if applicable
- Inclusion on a Technical Assistance Agreement (TAA) if applicable

# 9. NONCONFORMING PRODUCT

ISO9001:2015 8.7

From time to time nonconformities occur in many shapes and forms whether in product, process, service or documentation. The supplier ***shall*** respond to a Supplier Corrective Action Report (SCAR) when raised.

### 9.1 ROOT CAUSE CORRECTIVE ACTION (RCCA) ISO9001:2015 10.2 & 6.1

When nonconformities occur the supplier ***must*** perform Root Cause Analysis (RCA) and corrective action activities to prevent recurrence of the problem. The supplier ***may*** refer to AS13000 for 8D problem solving and ARP9136 for root cause corrective action good practice. The supplier ***may*** refer to AS9131 for nonconformity data definition. For nonconforming product, suppliers ***shall***: -

- Carry out containment and evaluate product impact
- Inform LMUK immediately when shipped nonconforming product is suspected
- Establish and form root cause analysis team from stakeholders, experts and others involved
- Identify & understand the problem
- Gather & analyse data
- Find direct cause(s), contributing causes and root cause(s)
- Determine corrective action(s) addressing all causes to prevent recurrence of nonconformity
- Implement corrective action
- Determine risks and opportunities to prevent or reduce nonconformities occurring
- Review corrective action
- Document and provide objective evidence for above actions

## 10. IDENTIFICATION AND TRACEABILITY ISO9001:2015 8.5.2

Traceability is an important factor in high end and safety critical products and is a basic requirement unless agreed in writing. Suppliers ***shall*** provide documentation that includes revision / issue nos., batch numbers, lot codes or where relevant date codes and serial numbers of goods provided.

### 10.1 SERIALISATION AND PART MARKING QM003-A & QM003-B

Serialisation and part marking identification ***shall*** be in accordance with the purchase order, design data, drawing or any contractually agreed specification or standard.

### 10.2 TRACEABILITY TO DESIGN PROVENANCE AND RAW MATERIAL QM003-A & QM003-B

Where the delivery quality conditions are QM003-A or QM003-B and any applicable Quality Plan requires demonstration of traceability and design provenance through the supply chain, the supplier ***shall*** include in any relevant sub-contract the requirement for certification from its sub-tier suppliers. The supplier ***shall*** ensure that full traceability is maintained and can be provided on request throughout the sub-tier supply chain. Material ***shall*** be identified and traceable to manufacturer's part number, lot number, date code for all electronic and electrical parts, raw material, mechanical machined parts.

## 11. CERTIFICATION ISO9001:2015 8.4.2, 8.4.3 & 8.6

Certification refers to any document that states the goods or services meet or conform to specification or purchase order requirements. These include, but are not limited to; Certificate of Conformity, Certificate of Compliance, Certificate of Analysis, Certificate of Attestation and Certificate of Calibration. The certifying document ***shall*** be deemed as an **authorised contractual guarantee** that the goods and services reference on the certificate meet drawing, specifications, technical data and purchase order requirements. **Certificates must be traceable to the certifying quality representative or company official on request.**

### 11.1 MINIMUM INFORMATION REQUIREMENT

The following data/information ***shall*** be included on each certification document.

- Certificate or delivery unique identifier / Certification / Delivery Note number
- Certification Date

- Purchase order number
- Drawing number and / or part number and revision (as stated on Purchase Order)
- Batch unique identifier (Batch number / Lot number / Date code / Serial number)
- Quantity
- Supplier Name and Address
- Statement that goods and / or services conform to the specified requirements
- Original Manufacturer's name, part number and lot / date code (when applicable)
- Reference to all concessions applicable
- Reference to current First Article Inspection Report where applicable
- Reference to the Quality Management System release

### 11.2 CALIBRATION AND TEST CERTIFICATION

In addition, where calibration and test certification are issued to LMUK information ***shall*** include:

- Calibration / test specification including tolerances and criteria
- Calibrated test apparatus / instrument / standard used traceable to NIST or equivalent.
- Test results
- Pass or fail or equivalent statement of conformity / nonconformity

### 11.3 CERTIFICATE OF CONFORMITY REQUIREMENT

QM003-A & QM003-B

For delivery quality condition QM003-A & QM003-B a certificate of conformity ***shall*** be supplied with delivered goods or services that meet the above traceability requirements. See 18.1 Documentation Requirement

## 12. PRODUCTION PROCESS VERIFICATION

QM003-A & QM003-B

The supplier ***shall*** verify the production process using a representative item from the first production run of a new part or assembly to verify that the production processes, production documentation and tooling are capable of producing parts and assemblies that meet requirements. This process ***shall*** be repeated when changes occur that invalidate the original results. Verification results ***shall*** be recorded. This activity is often referred to as first article inspection.

### 12.1 FIRST ARTICLE INSPECTION REPORT (FAIR)

ISO9001:2015 8.4.2, 8.4.3 & 8.6

A first article inspection report (FAIR) is a formal method of providing objective evidence that production process verification for a new part or assembly has been performed. The method consists of recording the properties and geometry of an initial sample item against given specifications. Items to be checked in a FAIR are wide and varied and where applicable ***shall*** include distances between edges, positions of holes, diameters and shapes of holes, density, stiffness, colour, reflectance or surface finish. When an estimated weight is indicated on the drawing the supplier ***shall*** verify the actual weight and include the value in the report.

### 12.2 AS9102 REQUIREMENT

When indicated on the purchase order a FAIR in accordance with AS9102 ***shall*** be provided with the delivery of goods. FAIRs ***shall*** include all certification indicating conformity of materials, special processes, calibration, testing and personnel training qualification where applicable. The FAI requirement, once invoked, ***shall*** continue to apply even after initial compliance in accordance with AS9102 4.6 Partial or Re-accomplishment of First Article Inspection. Guidance can be found here.
See 18.1 Documentation Requirement

## 13. PRESERVATION OF PRODUCT ISO9001:2015 8.5.4

The supplier ***shall*** preserve the product during internal processing, storage and delivery to the intended destination.

### 13.1 WORKMANSHIP ACCEPTANCE CRITERIA FOR SURFACE ENGINEERING

Unless otherwise stated, the following workmanship acceptance criteria ***shall*** be used; Supplied product with surface finishes for functional or cosmetic applications ***shall*** be smooth, adherent, uniform in appearance, free from blisters, pits, nodules, scratches, stains and other defects. This includes but is not limited to electroplated, conversion coated, anodised, painted, mechanically finished and passivated surfaces.

### 13.2 DEVIATION FROM DESIGN DATA

Deviation from design data ***shall*** not occur unless an approved deviation permit from LMUK is obtained. See section 19.

### 13.3 FOREIGN OBJECT DEBRIS (FOD)

The supplier ***shall*** establish a process to detect and prevent Foreign Object Debris. This ***should*** be in accordance with NAS412 or AS9146. As a minimum the process ***shall*** include:

- FOD process review
- Training of FOD practices
- Material handling and product protection
- Tool / hardware accountability
- Lost items search and documentation process
- Physical entry control into FOD critical areas
- Inspection for foreign objects prior to closing apertures and compartments during assembly

### 13.4 MOISTURE SENSITIVE LEVEL (MSL)

Moisture sensitive components ***shall*** be packaged in accordance with IPC/JEDEC J-STD 033. The Moisture Sensitivity Level (MSL) ***must*** be clearly identified on the outer packaging.

### 13.5 ELECTROSTATIC DISCHARGE (ESD) ISO9001:2015 8.5.3

Where appropriate, suppliers ***shall*** provide adequate protection measures against ESD damage to goods and LMUK property. This ***should*** be in accordance with MIL-STD-1686 or ANSI/ESD S20.20. Electronic Components ***shall*** be handled, packaged and supplied in accordance with BS EN 61340-5-1

### 13.6 SHELF LIFE

Goods and products containing items with finite shelf life ***shall*** have the expiry date identified on the product and the delivery documentation. The remaining shelf life ***must*** be a minimum of 80% of the total shelf life for the material at time of delivery unless otherwise specified.

### 13.7 PACKAGING

The supplier ***shall*** adequately plan for packaging designed to prevent product contamination, deterioration, damage or loss. Suppliers ***should*** provide expendable packaging or returnable containers, where appropriate, of sufficient density and protection from likely damage that could occur. The use of approved industry standard labelling and bar-coding ***shall*** be in accordance with any contractually agreed packaging specification.

# 14. COUNTERFEIT PRODUCT PREVENTION AND CONFLICT MINERALS

ISO9001:2015 8.4.2, 8.4.3 & 8.6

## 14.1 COUNTERFEIT PRODUCT PREVENTION

Where appropriate, the supplier ***shall*** establish and maintain a counterfeit parts / material prevention and control plan using AS5553 and/or AS6174 to ensure that counterfeit work is not delivered. The purpose of the supplier's plan ***shall*** be to develop a robust process to prevent the delivery of counterfeit commodities and to control commodities identified as counterfeit. Where possible, semi-conductor distributors ***should*** be certified to AS6081.

## 14.2 CONFLICT MINERALS

Conflict minerals are minerals mined in conditions of armed conflict and human rights abuses, and which are sold or traded by armed groups. Suppliers ***shall*** be aware of the OECD Due Diligence Guidance. Further information can be found at the Lockheed Martin Conflict Minerals webpage.

# 15. OBSOLESCENCE MANAGEMENT

Obsolescence as defined in the International Standard IEC 62402:2007 is the 'transition from availability from the original manufacturer to unavailability' and Obsolescence Management is 'the co-ordinated activities to direct and control an organisation with regard to obsolescence'. The suppliers ***shall*** notify LMUK of any pending obsolescence, the relevant last time buy date and last time ship date at least 6 months prior to the last time buy date.

# 16. BUSINESS CONTINUITY / DISASTER MANAGEMENT

Suppliers ***should*** have in place a business continuity plan in accordance with ISO 22301. This includes requirements to plan, establish, implement, operate, monitor, review, maintain and continually improve a documented management system to protect against, reduce the likelihood of occurrence, prepare for, respond to, and recover from disruptive incidents when they arise. The extent of application of these requirements depends on the supplier's operating environment and complexity.

# 17. SENSITIVE AND LMUK PROPRIETY DATA

LMUK propriety and customer technical data ***must*** only be shared with third-party suppliers who have: -

- Been approved by LMUK and the owner of the technical data.
- Confirmed in writing (e.g., hardcopy letter, email with return address header) that they are authorized to receive such data and they understand the implications of and requirements for handling sensitive and proprietary technical data.

Principally where data is identified as sensitive or LMUK Proprietary Data, restrictions apply to the control, handling and monitoring of such data. Only authorised personnel ***shall*** have access to restricted data. Restricted data ***shall*** be controlled in such a way as to prevent unauthorized transmission or access. Suppliers that require Sensitive and LMUK proprietary data ***shall*** have a procedure in place for the control, handling and monitoring of such data. Suppliers are expected to be Cyber Essentials certified.

## 17.1 NON-DISCLOSURE AGREEMENT (NDA)

Where a supplier is identified on a Technical Assistance Agreement (TAA) or Manufacturing Licence Agreement (MLA), the organisation ***must*** complete a Non-Disclosure Agreement (NDA) when requested by LMUK and ***shall*** continue to maintain access controls in accordance with the NDA and any Technology Control Plan (TCP) that LMUK and the organisation enter into.

### 17.2 SUB-TIER SUPPLIERS

Sub-tier suppliers and sub-contractors used by the supplier that have access to any sensitive or LMUK proprietary data ***must*** be authorized and identified on the TAA with an NDA in place.

### 17.3 DISPOSAL OF SENSITIVE AND LMUK PROPRIETY DATA

Hard-copy documentation that is no longer needed ***must*** be disposed of in shredder bins or confidential material disposal bins. Scrap products and components ***shall*** be destroyed, rendered unusable and unrecoverable and specific disposal **sanctioned by LMUK**.

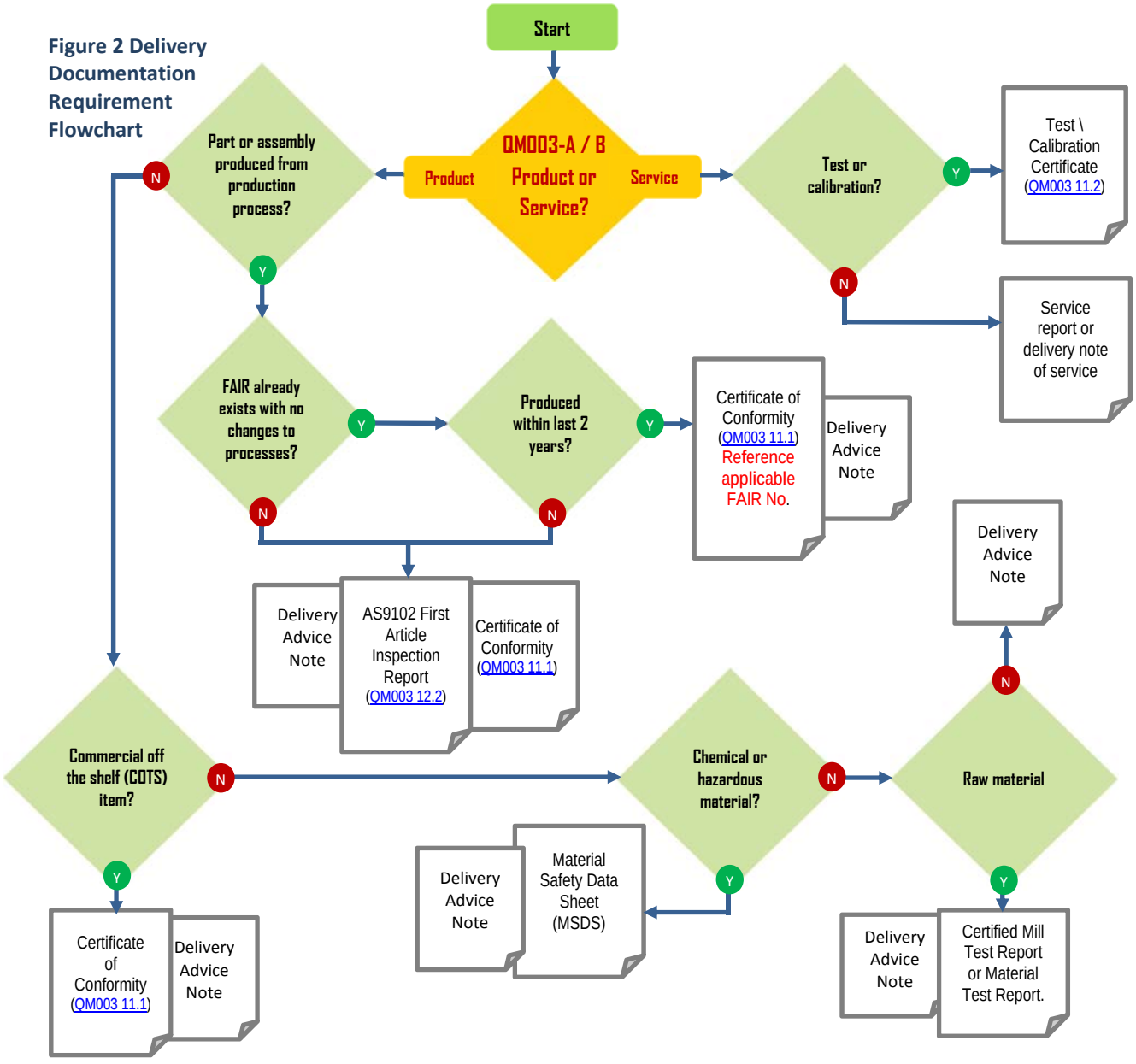
## 18. DELIVERING TO LMUK

Suppliers ***shall*** supply conforming goods and services on time in full (OTIF) including all required correct documentation and certification where applicable. Responsibility of product remains with the supplier until accepted at LMUK goods in.

### 18.1 DOCUMENTATION REQUIREMENT

Suppliers ***shall*** ensure the correct documentation is supplied with products and services. See Figure 2 Delivery Documentation Requirement Flowchart below.

**Figure 2 Delivery Documentation Requirement Flowchart**



### 18.2 LATE DELIVERIES

If non-delivery or late deliveries are anticipated, suppliers ***shall*** immediately notify the buyer indicated on the purchase order.

### 18.3 SHORT ORDERS

If short delivery is anticipated, suppliers ***shall*** immediately notify the buyer indicated on the purchase order.

## 19. REQUESTS FOR DEVIATION PERMIT OR APPLICATION FOR CONCESSION

Suppliers ***shall*** generate the Application for a Concession or Deviation Permit in accordance with LMUK Form F0045, or their own form provided it incorporates the requirements listed in Def-Stan 05-61 Part 1

### 19.1 DEVIATIONS

ISO9001:2015 8.2.3

Deviations are considered permission to produce an item that deviates from design data. This ***may*** be because of design anomalies, material availability issues or other unforeseen reasons prior to manufacture. Requirement for a deviation permit ***should*** be identified by the supplier at the review of the requirements for products and services. Completed deviation permits ***shall*** be submitted to the procurement representative indicated on the purchase order. Any production prior to deviation permit approval ***shall*** not occur unless entirely at the suppliers own risk. Products delivered against a LMUK approved deviation permit are not considered as nonconforming.

### 19.2 CONCESSIONS

ISO9001:2015 8.7

Concessions are considered permission to deliver nonconforming product. Completed concession forms ***shall*** be submitted to the procurement representative indicated on the purchase order. It is the policy of LMUK not to accept a product that fails to meet the required standard. All concessions ***shall*** be considered as nonconforming product. Delivery of nonconforming product ***shall*** not occur unless an approved concession is in place. All concessions must be referenced on the applicable certificate of conformity (using the LM approved concession number).

## 20. CHEMICALS AND HAZARDOUS SUBSTANCES

Nothing in this section ***shall*** reduce or limit any statutory duty or legal obligation of LMUK or the supplier.

### 20.1 SAFETY DATA SHEETS

Safety data sheets (SDS) provide information on chemical products that help users of those chemicals to make a risk assessment. They describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident. By law suppliers of chemicals ***must*** provide an up to date safety data sheet if a substance is classified as dangerous in accordance with the Classification, Labelling and Packaging (CLP) Regulation 1272/2008. If the supplier is required, under, or in connection with the contract, to supply articles or components of articles that, in the course of their use, maintenance, disposal, or in the event of an accident, ***may*** release hazardous materials or substances, they ***shall*** provide to LMUK a list of those hazardous materials or substances, and for each hazardous material or substance listed, provide an SDS.

### 20.2 REGISTRATION, EVALUATION, AUTHORISATION AND RESTRICTION OF CHEMICALS (REACH)

REACH applies to substances manufactured or imported into the EU in quantities of 1 tonne or more per year. Generally, it applies to all individual chemical substances on their own, in preparations or in articles. The supplier ***shall*** disclose such information to LMUK for the purpose of compliance with

the REACH regulation. For more information please contact the Lockheed Martin REACH Program Office at reach.info@lmco.com

### 20.3 LEAD, ASBESTOS AND RADIOACTIVE SUBSTANCES

Special regulations apply to Lead, Asbestos and radioactive substances. In addition refer to DEFCON 624 for Asbestos. Adequate packaging ***must*** be provided to prevent exposure of staff to these substances in accordance with the relevant Health and Safety Executive (HSE) Approved code of practise (ACOP)

## 21. MUNITIONS

### 21.1 WEAPONS

Suppliers transporting weapons or weapon component parts ***must*** hold a current Home Office approval to transport goods controlled under the Firearms Act 1968, Section 5 (as amended). Home Office Guidance can be found here.

### 21.2 EXPLOSIVES

For explosive items, the supplier ***shall*** contact Head of Safety Services at LMUK Ampthill, 72 hours prior to delivery. Release documentation for explosive items ***must*** include a copy of the National Competent Authority Classification and a Certificate of Correctness signed by the supplier's authorised person. Release documentation ***must*** include the National Competent Authority Classification Number, United Nations (UN) Number, Hazard Division and Net Explosive Quantity. All packages ***must*** bear a UN Mark and be classified and labelled in accordance with UK Government Statutory Instrument 1994 No. 669 (The Carriage of Dangerous Goods by Road and Rail [Classification, Packaging and Labelling] Regulations 1994) UK Government Statutory Instrument 2014 No. 1638 (The Explosives Regulations 2014, Health and Safety) ***shall*** apply to all explosive items. Packaging ***shall*** be in accordance with DEFCON 130 Packaging for Explosives.

## 22. QM003 DOCUMENT CHANGES

| Date | Iss | Clause(s) | Changes | Change by |
|---|---|---|---|---|
| **22 June 2016** | 2 | All | Complete re-write of Quality Requirements for Suppliers | Konrad Burgoyne |
| **13/03/2017** | **3** | **1.2** | **Order of Precedence added** | Konrad Burgoyne |
| | | 4.7 | Delivery Quality Condition descriptions changed | |
| | | All | ISO 9001:2008 References removed | |
| | | 5 | Figure 1 Additional Flow-Down Requirement Selection Flowchart amended in line with AQAP 2110 Edition D | |
| | | 5.1,5.2,5.3 & 5.6 | AQAP 2110 Edition D (2016) supersedes AQAP 2110 Ed 3, 2120 and 2130 | |
| | | 10.1 | Part marking as per purchase order, design data or drawing added | |
| | | 10.2 | The supplier shall ensure that full traceability is maintained and can be provided on request throughout the sub-tier supply chain added | |
| | | 11 | Certificates must be traceable to the certifying quality representative or company official on request added | |
| | | 11.1 | Reference to raw material certification where applicable and name of authorised certifying quality representative or company official removed | |
| | | 13.2 | Deviation from design data generalised | |
| | | 13.6 | Shelf life requirement increase to 80% unless otherwise specified | |
| | | 14.2 | Lockheed Martin conflict minerals policy hyperlink added | |
| | | 18.1 | Figure 2 Delivery Documentation Requirement Flowchart added | |
| | | 19 | Requests for deviation permit or application for concession amended in line with current process | |