QM003
QUALITY REQUIREMENTS FOR SUPPLIERS
QM003 Quality Requirements for Suppliers Issue 2 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-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](http://www.lockheedmartin.co.uk/uk/suppliers.html)
1. SCOPE .............................................................................................................................................. 5
  1.1 DEFINITIONS ................................................................................................................................. 5
2. LOCKHEED MARTIN UK LTD .............................................................................................................. 5
3. SUPPLY OF GOODS AND SERVICES .............................................................................................. 5
4. QUALITY MANAGEMENT SYSTEM REQUIREMENTS ........................................................................ 5
  4.1 MINIMUM QUALITY REQUIREMENT ............................................................................................ 5
  4.2 SPECIAL PROCESSES ...................................................................................................................... 6
  4.3 EXCEPTIONS ..................................................................................................................................... 6
  4.4 SPECIAL MEASURES ....................................................................................................................... 6
  4.5 SPECIFICATIONS AND STANDARDS ............................................................................................ 6
  4.6 RECORD RETENTION REQUIREMENT ............................................................................................. 6
  4.7 DELIVERY QUALITY CONDITIONS ............................................................................................... 6
5. ADDITIONAL FLOW DOWN REQUIREMENTS .................................................................................... 7
  5.1 AQAP 2101 QUALITY REQUIREMENTS FOR DESIGN, DEVELOPMENT AND PRODUCTION ....... 8
  5.2 AQAP 2120 QUALITY REQUIREMENTS FOR PRODUCTION ....................................................... 8
  5.3 AQAP 2180 QUALITY REQUIREMENTS FOR INSPECTION AND TEST ...................................... 8
  5.4 AQAP 2210 SUPPLEMENTARY SOFTWARE QUALITY ASSURANCE REQUIREMENTS ............. 8
  5.5 AQAP 2105 DELIVERABLE QUALITY PLAN ................................................................................. 8
  5.6 AQAP 2301 QUALITY REQUIREMENTS FOR FINAL INSPECTION ........................................... 8
  5.7 AQAP 2310 QUALITY REQUIREMENTS FOR AVIATION, SPACE AND DEFENCE SUPPLIERS .... 8
  5.8 ISO 90005 QUALITY PLAN ............................................................................................................ 9
  5.9 ISO 10007 CONFIGURATION MANAGEMENT PLAN .................................................................. 9
6. COMPETENCE, TRAINING AND AWARENESS .................................................................................. 9
  6.1 TRAINING AND GUIDANCE RESOURCES ..................................................................................... 9
7. CONTROL OF SUB-TIER SUPPLIERS .................................................................................................. 9
  7.1 SUB-COTRACTED ORDERS ............................................................................................................. 9
  7.2 SUB-TIER FLOW DOWN .................................................................................................................. 9
8. SUPPLIER APPROVAL .......................................................................................................................... 10
  8.1 QUALITY MANAGEMENT SYSTEM CERTIFICATION ................................................................... 10
  8.2 SCOPE OF APPROVAL .................................................................................................................... 10
  8.3 SITE VISITS AND SUPPLIER AUDITS ........................................................................................... 10
  8.4 RIGHT OF ACCESS ............................................................................................................................ 10
  8.5 SUPPORTING DOCUMENTATION .................................................................................................. 10
9. NONCONFORMING PRODUCT .............................................................................................................. 11
  9.1 ROOT CAUSE CORRECTIVE ACTION (RCCA) ................................................................................. 11
10. IDENTIFICATION AND TRACEABILITY ............................................................................................ 11
  10.1 SERIALISATION AND PART MARKING .......................................................................................... 11
  10.2 TRACEABILITY TO DESIGN PROVENANCE AND RAW MATERIAL ............................................. 11
11. CERTIFICATION .................................................................................................................................. 11
  11.1 MINIMUM INFORMATION REQUIREMENT ................................................................................... 12
# Quality Requirements for Suppliers

<table>
<thead>
<tr>
<th>Doc No.</th>
<th>Issue Date</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>QM003</td>
<td>2</td>
<td>4 of 17</td>
</tr>
</tbody>
</table>

## 11. Production

<table>
<thead>
<tr>
<th>Section</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.2</td>
<td>Calibration and Test Certification</td>
</tr>
<tr>
<td>11.3</td>
<td>Certificate of Conformity Requirement</td>
</tr>
</tbody>
</table>

## 12. Production Process Verification

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1</td>
<td>First Article Inspection Report (FAIR)</td>
</tr>
<tr>
<td>12.2</td>
<td>ASPZ Requirement</td>
</tr>
</tbody>
</table>

## 13. Preservation of Product

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.1</td>
<td>Workmanship Acceptance Criteria for Surface Engineering</td>
</tr>
<tr>
<td>13.2</td>
<td>Deviation from Printed Circuit Design Data</td>
</tr>
<tr>
<td>13.3</td>
<td>Foreign Object Debris (FOD)</td>
</tr>
<tr>
<td>13.4</td>
<td>Moisture Sensitive Level (MSL)</td>
</tr>
<tr>
<td>13.5</td>
<td>Electrostatic Discharge (ESD)</td>
</tr>
<tr>
<td>13.6</td>
<td>Shelf Life</td>
</tr>
<tr>
<td>13.7</td>
<td>Packaging</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Subsection</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.1</td>
<td>Counterfeit Product Prevention</td>
</tr>
<tr>
<td>14.2</td>
<td>Conflict Minerals</td>
</tr>
</tbody>
</table>

## 15. Obsolescence Management

## 16. Business Continuity / Disaster Management

## 17. Sensitive and LMUK Propriety Data

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.1</td>
<td>Non-Disclosure Agreement (NDA)</td>
</tr>
<tr>
<td>17.2</td>
<td>Sub-Tier Suppliers</td>
</tr>
<tr>
<td>17.3</td>
<td>Disposal of Sensitive and LMUK Propriety Data</td>
</tr>
</tbody>
</table>

## 18. Delivering to LMUK

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1</td>
<td>Pre-SHIP Checklist</td>
</tr>
<tr>
<td>18.2</td>
<td>Late Deliveries</td>
</tr>
<tr>
<td>18.3</td>
<td>Short Orders</td>
</tr>
</tbody>
</table>

## 19. Concessions

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.1</td>
<td>Deviations</td>
</tr>
<tr>
<td>19.2</td>
<td>Approval</td>
</tr>
</tbody>
</table>

## 20. Chemicals and Hazardous Substances

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.1</td>
<td>Safety Data Sheets</td>
</tr>
<tr>
<td>20.2</td>
<td>Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)</td>
</tr>
<tr>
<td>20.3</td>
<td>Lead, Asbestos and Radioactive Substances</td>
</tr>
</tbody>
</table>

## 21. Munitions

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.1</td>
<td>Weapons</td>
</tr>
<tr>
<td>21.2</td>
<td>Explosives</td>
</tr>
</tbody>
</table>
1. SCOPE

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

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).

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.

Our focus on environmental sustainability continues to improve energy efficiency, reduce natural resource usage, and reduce waste. Our focus on social sustainability continues to promote ethics, safety, and human rights. Our focus on governance sustainability continues to progress disclosure, transparency and accountability of management systems, processes and practices. For all aspects, our suppliers represent a key partner in achieving success in sustainability.

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. Self-certification or non-accredited certification shall not qualify. 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 Supplier Information System (OASIS).

### 4.2 SPECIAL PROCESSES

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 for 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 should 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

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

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.

<table>
<thead>
<tr>
<th>Q Code</th>
<th>Description</th>
<th>Flow-Down Requirement in Addition to ISO9001 &amp; QM003</th>
</tr>
</thead>
<tbody>
<tr>
<td>QM003-A</td>
<td>Quality Requirements for UK Military Contracts</td>
<td>AQAP 2110 (2120 2130) / 2105 Applies</td>
</tr>
<tr>
<td>QM003-B</td>
<td>Quality Requirements for Non-UK Military Contracts</td>
<td>ISO 10005 / 10007 Applies</td>
</tr>
<tr>
<td>QM003-C</td>
<td>Quality Requirements for Business Supplies</td>
<td>No additional requirement</td>
</tr>
</tbody>
</table>
5. ADDITIONAL FLOW DOWN REQUIREMENTS

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**

- **ISO9001:2008 4.2.3 / ISO9001:2015 7.5.2 & 7.5.3**
- **Supplier has ISO9001 certification?**
  - **Y**
  - **N**
- **Delivery Quality Condition?**
  - **Y**
  - **N**
- **Supplier has AS9100 certification?**
  - **Y**
  - **N**
- **No additional quality requirement**
- **Manufacture and / or Processing?**
  - **Y**
  - **N**
- **Verification before receipt?**
  - **Y**
  - **N**
- **Deliverable Quality Plan Required?**
  - **Y**
  - **N**
- **ISO 10005**
- **ISO 10007**
- **ISOAP 2120**
- **ISOAP 2121**
- **ISOAP 2123**
- **ISOAP 2130**
- **ISOAP 2131**
- **ISOAP 2135**
- **ISOAP 2210**
- **ISOAP 2310**
- **ISOAP 2313**
- **ISOAP 2315**
- **ISOAP 2316**
5.1 AQAP 2110 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.

NOTE: AQAP 2110 should be replaced for AQAP 2120 or AQAP 2130 where applicable. See below.

5.2 AQAP 2120 QUALITY REQUIREMENTS FOR PRODUCTION

AQAP 2120 replaces AQAP 2110 when the supplier’s ISO9001 scope excludes “Design and development”. See BS EN 9137 or ARP9137 Guidance for the Application of AQAP 2120 within a Quality Management System for further information.

5.3 AQAP 2130 QUALITY REQUIREMENTS FOR INSPECTION AND TEST

AQAP 2130 contains the requirements, which, if applied appropriately, provide confidence in the supplier’s capability to deliver product that conforms to LMUK contract requirements.

5.4 AQAP 2210 SUPPLEMENTARY SOFTWARE QUALITY ASSURANCE REQUIREMENTS

AQAP 2210 is intended for use with AQAP 2110 or 2310 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.

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 is to give the GQAR and/or LMUK the right of access to the supplier to confirm that the supplier’s final inspection provides objective evidence that the product conforms with contract requirements and that the final inspection process is appropriate.

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, 2120, 2130 and 2131 do not apply.
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.

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
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
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 in accordance with section 5.5 for QM003-A or 5.8 for QM003-B quality conditions.

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 certifications 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
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
- Approval documentation
- Supplier audit report if required (LMUK to complete)
- Confidentiality or non-disclosure agreement (NDA) if applicable
- Inclusion on a Technical Assistance Agreement (TAA) if applicable
9. NONCONFORMING PRODUCT

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)

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 or Nadcap RCCA 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

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 and where relevant date codes and serial numbers of goods provided.

10.1 SERIALISATION AND PART MARKING

Serialisation and part marking identification format shall be in accordance with any contractually agreed specification or standard.

10.2 TRACEABILITY TO DESIGN PROVENANCE AND RAW MATERIAL

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 this information is available to LMUK and its customer through the supply chain, upon request. 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. The supplier shall ensure this requirement is met prior to delivery of goods.

11. CERTIFICATION

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.
11.1 MINIMUM INFORMATION REQUIREMENT
The following data/information shall be included on each certification document.
- Certificate or delivery unique identifier
- Certification Date
- Purchase order number
- Drawing number and/or part number and revision
- 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 raw material certification where applicable
- Name of authorized certifying quality representative or company official
- Reference to all concessions applicable
- Reference to current First Article Inspection Report where applicable
- Reference to the Quality Management System

11.2 CALIBRATION AND TEST CERTIFICATION
In addition, calibration and test certification 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
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.

12. PRODUCTION PROCESS VERIFICATION
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)
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, weight, density, stiffness, colour, reflectance or surface finish.

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.
13. PRESERVATION OF PRODUCT

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 PRINTED CIRCUIT DESIGN DATA

Deviation from design data shall not occur unless written permission from LMUK is obtained. This includes removal of non-functioning pads on inner layer of printed circuit Gerber data. Etch compensation of Gerber data (when required) is permissible providing the end track dimensions meet original design data.

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)

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 75% of the total shelf life for the material at time of delivery.

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

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 www.gov.uk/guidance/conflict-minerals.

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. Sensitive data includes any data subject to the International Trade in Arms Regulations (ITAR).

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 Proprietary 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.

18.1 Pre-Ship Checklist
Supplier shall complete and provide a copy of the Pre-Ship Checklist LMUK form number F0289 with delivered goods.

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. Concessions
It is the policy of LMUK not to accept a product that fails to meet the required specifications. All concessions shall be considered as nonconforming product. All concessions must be referenced on the certificate of conformity.

19.1 Deviations
Deviations from the parts requested on the LMUK Purchase Order must be supported by an approved Concession.

19.2 Approval
Approval must be obtained prior to delivery of parts to LMUK. The issuing of a Concession on specific order(s) shall not give approval to supply the same part on any other orders. Parts purchased under concession shall not be linked to an LMUK Stock number on the supplier’s business system or by any other means within the supplier’s organisation. Concessions must be approved by LMUK before delivery.

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@lmcom.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.
QM003 DOCUMENT CONTROL

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<th>Changes</th>
<th>Change by</th>
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<td>2</td>
<td>Complete re-write of Quality Requirements for Suppliers</td>
<td>Konrad Burgoyne</td>
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