# Instructions

In accordance with Quality Appendix QX or QI, Suppliers/LM Business Units**1** must notify Lockheed-Martin Aeronautics of potential or verified non-conformances by utilizing the on-line Supplier Quality Management System (SQMS). This form is required to supplement all Supplier Disclosure Letters submitted in the SQMS system.

**Step 1: Supplier Disclosure Letter – Supplemental Form**

A. Complete this SDL Supplemental Form per the instructions in each field

B. Retain a copy of the completed form in your files

**Step 2: Submit the SDL Notification in the SQMS Portal**

1. Go to the SQMS Portal at <https://sqm.lmaeronautics.com/>
2. Complete the online form (see section IV.B.2.e. of the SQMS User Guide)
3. Include the following items as attachments:
* Completed Supplemental Form (this package)
* Any other supporting documentation referenced within
	+ Additional/expanded part traceability
	+ Engineering analysis
	+ Inspection/test instructions
	+ Recommended disposition, etc. (as applicable)

**Review of SDL Submission**

Upon submission in the SQMS portal, your primary assigned Supplier Quality Engineer will review your electronic submission to:

1. Ensure a disclosure is required in accordance with Lockheed-Martin Appendix QX
2. Review the completed SDL Supplemental Form (this package) for adequacy and completeness
3. Review the online form (SQMS Portal) for adherence to the completed SDL Supplemental Form

**NOTES:**

**1 If parts are manufactured and processed via a stock transfer to a Lockheed Martin Aeronautics facility in absence of a purchase order, the SDL supplemental form is utilized in lieu of the online system. The SDL supplemental form shall be submitted by email to the** **System Administrator****. In the case of an IWTA business unit scenario the term “LM Business Unit” will be “synonymous” with the term “supplier”**

**2 Suppliers must ensure that any included information is unclassified and any export controlled F-35 technical data included in technical descriptions or disposition recommendations is appropriately marked in accordance with Federal Acquisition Regulation, the International Traffic in Arms Regulations (ITAR), F-35 teaming agreements, and purchase orders. Export controlled information and Releasability to foreign persons shall be identified as appropriate and handled through appropriate program channels as needed.  Please reference the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.), as amended, or the Export Administration Act (Title 50, U.S.C., App 2401, et seq.), as amended.**

**Draft Date\*** **\*Note that any official revisions to this document will require a new Draft Date**

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| **1 Category**  |
| [ ]  **Counterfeit Part** | [ ]  **Specialty Metals** | [ ]  **DFARS If so, Clause:**       |
| [ ]  **GIDEP If so, GIDEP number**        [ ]  **Safety Alert GIDEP** |

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| **2 Supplier Information** |
| **Supplier Name**       | **D&B**       | **Cage Code**       |
| **Address**       | **City / State / Zip**  |
| **SDL Initiator** | **Name**      | **Title**      | **Email**      | **Phone**(     )       |

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| **3 Multi-Program Impact Assessment*****An analysis of additional program impact must be conducted, and a separate SDL is required for each program impacted***  |
| **Select all applicable impacted programs: [ ]  F35 [ ]  C130/382 [ ]  F16 [ ]  F22 [ ]  F2 [ ]  P3/188 [ ]  C5 [ ]  U2**  **[ ]  MISC/Other identifiable programs (specify)** |

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| **4 Part Information and Traceability****If the full range of impacted units is not yet known, provide the suspect units in the table below and the information you have to believe this is the affected population and your plan to obtain full information along with expected ECD.** **Expected ECD:**       **Current Information/Plan to obtain remaining units:**       |
| **Buyer P/N** | **Seller P/N** | **Part Name** | **Qty** | **Purchase Order #** | **Traceability (Serial Numbers, Lot Numbers, Dates of Manufacture, etc.)** | **Ship Date** | **Ship to Facility****(FWT, MAR, PLM, CEVA, etc)** |
|       |       |       |       |       |       |       |       |
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| ***Note: If additional space is required state “See Attached” in the first column and include a separate attachment with ALL above fields uploaded into SQMS***. |

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| **5 Statement of Condition** |
| **“Should Be” Condition – Describe the following:*** **Specific engineering requirements and acceptance criteria that were violated.**
* **Cite the governing requirements documents (i.e., Drawing, Specification, Acceptance Test Procedure, etc.) including Design Activity, Document Number and Revision Level**
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|       |
| **“Is” Condition – Provide the following:*** **A concise description of the non-conformance**
* **How the part deviates from engineering requirements**
* **An explanation of how these items were determined to be non-conforming**
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| **6 Current Information*****What credible data do you have that leads you to reasonably conclude this nonconforming condition exists or has the potential to exist in the identified population? Include how this non-conformance was discovered.*** |
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| **Is this disclosure associated with any SQARs/QARs or previous SDLs? [ ]  Yes [ ]  No****If yes, list applicable documents** |

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| **7 Containment *(if additional space is required include as a separate attachment and upload into SQMS)******Define in detail the actions performed or planned to be performed to immediately stop the flow of nonconforming product.*** |
| **Actions** | **Supplier Responsible POC (Name-Email-Phone)** | **Date actions implemented or ECD** |
|       |       |       |
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| ***Has the affected item(s) been delivered to any other customers who are known to incorporate into Lockheed Martin product?***  [ ]  **No** [ ]  **Yes** - ***If YES, provide the following: Company name(s):*       *D&B number:*       *POC:***[ ]  **Still Under Investigation - *ECD***       ***POC***       |

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| **8 Part Source*****Did the non-conformance occur at a facility other than what is on the face of the Purchase Order?***  ***[ ]* No**  |
|  ***[ ]* Yes** ***- If YES, and the origination is NOT a sub-tier, provide the facility information in the field for “Origination”*** ***[ ]* Yes** ***- If YES, and the origination IS a sub-tier, complete the Sub-Tier information*** |
| **Origination**       |
| **Sub-Tier Information** ***(if applicable)***  |
| **Supplier Name**       | **D&B**  |
| **Address**  | **City / State / Zip**       | **P/N**  |
| **Supplier POC Name** | **Title** | **Phone (     )** |
| **Is this a first level Sub-Tier?** **[ ]  Yes** **[ ]  No** | **If no, define path to Sub-Tier**  |

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| **9 Usability Information** |
| **Will non-conformance prevent installation? *(detection failure points such as System Check Out Procedure (SCOP), structure, electronic, software)*** **[ ]  Unknown [ ]  No [ ]  Yes - *If YES, provide details in the block below.***  |
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| **10 LM IPT/Engineering POC Engagement** |
| **Please provide the LM Engineering POC that this issue has been coordinated with.**  |
| **POC:** |

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| **THE FOLLOWING SECTIONS ARE ONLY FOR SELLER-DESIGNED ITEMS** |
| **11 Recommended Disposition*****Provide your recommended disposition and include RATIONALE for any disposition (i.e., use-as-is, repair, rework, etc.)******NOTES: (1) For rework/repair/modifications to be carried out at Lockheed Martin, attach planning or instructions in SQMS portal (2) For use-as-is dispositions, attach engineering analysis in SQMS portal*** |
| **Disposition** |
| **Engineering Contact**  | **Name:**  | **Phone:** |

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| **12 Inspection Instructions*****Are there recommended test methods or procedures which Lockheed Martin can use to test for this condition on items in our possession?***  [ ]  **No**  [ ]  **Yes - *If YES, describe the inspection/test instructions and provide guidelines on accept/reject criteria.***

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| **Inspection/Test Instructions**  |
| **Accept/Reject Criteria**  |

***Include inspection instruction documents or test procedures as attachments in SQMS portal. If instructions are in-work but not yet available, provide point of contact information and expected completion date in the box below.*** |
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