

# NTOEM SPaR Supplemental Form

## Instructions

In accordance with Quality Appendix QX or QI, Suppliers/LM Business Units<sup>1</sup> must notify Lockheed Martin (LM) Aeronautics when not purchasing from authorized sources, or when parts and/or materials are Not Traceable to OEM (NTOEM), by utilizing the on-line Supplier Quality Management System (SQMS). This SPaR Supplemental Form is required as an attachment to all NTOEM SPaRs submitted in SQMS.

### Step 1: NTOEM SPaR – Supplemental Form

- A. Ensure you are using the latest revision of this form by downloading [here](#)
- B. Complete this NTOEM SPaR Supplemental Form per the instructions in each field
- C. Retain a copy of the completed form in your files

### Step 2: Submit the NTOEM SPaR Notification in the SQMS Portal

- A. Go to the SQMS Portal at <https://sqm.external.lmco.com/Login.aspx>
  - Contact LM Aero buyer and/or SQE for SQMS access
- B. Complete the online form (see section IV.B.2.c. of the SQMS User Guide for complete instructions)
- C. Include the following items as attachments:
  - Completed NTOEM SPaR Supplemental Form (this package)
  - Any other supporting documentation requested below
    - Reference checklist at bottom of form

### Review of NTOEM SPaR Submission

Upon submission in the SQMS portal, Lockheed Martin Aeronautics NTOEM Administrator will review your electronic submission to:

1. Ensure all information and objective evidence is captured
2. Review the NTOEM SPaR Supplemental Form (this package) for adequacy and completeness
3. Review the online form (SQMS Portal) for adherence to the completed NTOEM Supplemental Form

#### NOTES:

<sup>1</sup> If parts are manufactured and processed via a stock transfer to a Lockheed Martin Aeronautics facility in absence of a purchase order, the NTOEM SPaR supplemental form is utilized in lieu of the online system. The NTOEM SPaR supplemental form shall be submitted by email to the [NTOEM Administrator](#). In the case of an Intra-Work Transfer Agreement (IWTA) business unit scenario the term “LM Business Unit” will be synonymous with the term “supplier”.

<sup>2</sup> 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.

Document Date **Revise with every new upload to the SQMS portal**

### 1 Supplier Information

Supplier Name		D&B		Cage Code
Address		City / State / Zip		
Form Initiator	Name	Title	Email	Phone ( )
Select all applicable impacted programs: <input type="checkbox"/> F35 <input type="checkbox"/> C130/382 <input type="checkbox"/> F16 <input type="checkbox"/> F22 <input type="checkbox"/> F2 <input type="checkbox"/> P3/188 <input type="checkbox"/> C5 <input type="checkbox"/> U2 <input type="checkbox"/> MISC/Other identifiable programs (specify)				

### 2 Top Level Assembly Part Information

LM Aero Part Number (from LM Aero purchase order)		Supplier Part Number		
Part Nomenclature				
LM Aero Purchase Order Number		Contractual Due Date		
Applicable Lockheed Martin flow downs (i.e., QX, CORPDOCS, DFARS)				
Is this the only top level assembly at your facility that requires the NTOEM material? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'No', list the relevant information below:				
LM Aero Part Number	Supplier Part Number	Part Nomenclature	Purchase Order	Contractual Due Date

### 3 NTOEM Material Information

*Note: Each request may only contain a single NTOEM part number or material number*

EEE Component or Material Name	Industry Stock or Material Number
Original Equipment Manufacturer (OEM)	Date OEM material will be available
Supplier parts purchased from	Quantity of parts to be purchased
Need Date	Available Date from above supplier

#### 4 Mitigation Actions

1. Complete all fields and provide sufficient comments
2. Any "No" answer must include a detailed explanation in comments section
3. Ensure required objective evidence is uploaded in SQMS portal with SPaR (reference checklist below & SQMS User Guide)

<i>STATUS: Acceptable = Yes      Not Acceptable = No</i>				
Item No.	Requirement	Yes	No	Comments
<b>Section 1: Diminishing Manufacturing Sources and Material Shortages (DMSMS)</b>				
1a	Has the OEM confirmed that the material is not in production via a GIDEP, or other communication?  <i>Note: Evidence must be provided as an attachment in the SQMS portal</i>	<input type="checkbox"/>	<input type="checkbox"/>	
1b	Do you have a DMSMS process?	<input type="checkbox"/>	<input type="checkbox"/>	
1c	Did you follow your DMSMS process for the component(s) in question?	<input type="checkbox"/>	<input type="checkbox"/>	
1d	Did you notify Lockheed Martin Aeronautics of any DMSMS risks?	<input type="checkbox"/>	<input type="checkbox"/>	
1e	Did you coordinate with Lockheed Martin Aeronautics Engineering? If so, provide the engineer's contact information.	<input type="checkbox"/>	<input type="checkbox"/>	
1f	Do you have the following evidence of compliance to your DMSMS process?  a. Redesign efforts with a timeline b. Development of substitute part/material with a timeline  <i>Note: Evidence must be provided as an attachment in the SQMS portal</i>	<input type="checkbox"/>	<input type="checkbox"/>	
1g	Are you procuring NTOEM material to bridge a production gap due to schedule constraints? If so, provide a timeline for when the NTOEM material is needed versus available.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section 2: DFARS Compliance (252.246-7007 &amp; 252.246-7008)</b>				

<i>STATUS: Acceptable = Yes      Not Acceptable = No</i>				
Item No.	Requirement	Yes	No	Comments
2a	Have you performed an exhaustive search of the authorized sources of supply for the material in question?  <i>Note: Provide a detailed list of all the sources that were contacted.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
2b	Have you contacted the OEM and/or their Authorized/Exclusive Distributors to determine material availability or lead times for new material?  <i>Note 1: DFARS defines available as "still in production"</i>  <i>Note 2: Evidence must be provided as an attachment in the SQMS portal</i>	<input type="checkbox"/>	<input type="checkbox"/>	
2c	Have you contacted the Authorized Aftermarket Manufacturers and their distributors for component availability?  <i>Note: Evidence must be provided as an attachment in the SQMS portal</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section 3: Supplier Contractual Flow Downs</b>				
3a	Is the top level assembly listed on the Lockheed Martin Aeronautics Purchase Order a Seller Designed Part?	<input type="checkbox"/>	<input type="checkbox"/>	
3b	Do you have a process to designate contractor approved sources? If so, list the procedure document number in the comments.			
3c	Is the NTOEM vendor designated as a contractor approved supplier?  <i>Note: Provide evidence of adherence to the supplier approval process into the SQMS portal</i>	<input type="checkbox"/>	<input type="checkbox"/>	

<i>STATUS: Acceptable = Yes      Not Acceptable = No</i>				
Item No.	Requirement	Yes	No	Comments
3d	<p>Will the Lockheed Martin Aeronautics contractual requirements be flowed to the vendor of the NTOEM material?</p> <p><b>Note 1: Contractual requirements typically consist of the DFARS, QX and CORPDOCs</b></p> <p><b>Note 2: If material has already been purchased, provide the contractual requirements flowed to the NTOEM vendor</b></p> <p><b>Note 3: Evidence must be provided as an attachment in the SQMS portal</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section 4: Authenticity Testing</b>				
4a	<p>Is your counterfeit testing process plan based on Industry Standards? If so, list the standard.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
4b	<p>Did you perform a risk assessment in accordance with the Industry Standard listed above?</p> <p><b>Note: Provide the results of the risk assessment as an attachment in the SQMS portal</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	
4c	<p>Will the testing be performed in house or at a third party testing house? Provide the third party's information if applicable.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
4d	<p>Has the test plan(s) been coordinated with Lockheed Martin Aeronautics Engineering? If so, provide the engineer's contact information.</p> <p>If testing is not performed, provide rationale.</p> <p><b>Note 1: Provide testing plan(s) as an attachment in the SQMS portal. Include results if available</b></p> <p><b>Note 2: Ensure testing quantities and type of test to be performed are included</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	

## 5 Objective Evidence Checklist

Item No. Reference	Objective Evidence Required	Artifact Included?
1a	OEM confirmation that the material is not in production (ie: GIDEP or other communication)	<input type="checkbox"/>
1f	Evidence of a redesign effort and/or evidence of a development of substitute parts with timelines	<input type="checkbox"/>
2a	Objective evidence of an exhaustive search of the authorized sources of supply for the material in question	<input type="checkbox"/>
2b	Evidence of OEM correspondence to determine material availability or lead times for new material	<input type="checkbox"/>
2c	Evidence of correspondence to Authorized Aftermarket Manufacturers or their Authorized/Exclusive Distributors for component availability	<input type="checkbox"/>
3c	Evidence that the NTOEM vendor is designated as a contractor approved supplier	<input type="checkbox"/>
3d	Lockheed Martin Aeronautics contractual requirements to be flowed to the vendor of the NTOEM material	<input type="checkbox"/>
4b	Risk assessment in accordance with the Industry Standard listed above	<input type="checkbox"/>
4d	Authenticity testing plan(s) with testing quantities and tests to be performed	<input type="checkbox"/>