# Instructions

In accordance with Quality Appendix QX or QI, Suppliers/LM Business Units**1** must notify Lockheed-Martin (LM) 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 (SDLs) submitted in SQMS.

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

A. Download the latest ‘Supplier Disclosure Letter – Supplemental Form’ [here](https://www.lockheedmartin.com/en-us/suppliers/business-area-procurement/aeronautics/quality-requirements/forms.html)

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

C. 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 Intra-Work Transfer Agreement (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.**

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

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

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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*****Provide the information and objective evidence you utilized to identify the disclosed population.***  |
|       |
| **Is the full range of impacted units subject to change? [ ]  Yes [ ]  No****If YES, provide the ECD and plan to obtain the full information. ECD**       **Plan**       |

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| **LM P/N** | **Supplier 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***  |

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| **5 Statement of Condition** |
| **“Should Be” Condition – Provide 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 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**
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| **6 Discovery*****Provide information on what led to the discovery of this non-conformance and any applicable quality rejections.***  |
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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 Product Capture** ***Define in detail the actions performed or planned to be performed to immediately stop the flow of nonconforming product.*** |
| **Actions** | **Supplier Responsible POC**  | **Date actions implemented or ECD** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| ***Has the affected item(s) been delivered to any other customers who are known to incorporate into Lockheed Martin product?***  **[ ]**  **No** **[ ]**  **Still Under Investigation - *ECD***       ***POC***      **[ ]**  **Yes** - ***If YES, provide the following:***

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| **Company Name** | **D&B** | **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*****[ ] Yes** ***- If YES, and the origination IS a sub-tier*** |
| **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 Inspection*****Are there inspection methods or test procedures which Lockheed Martin can use to identify this condition on items in our possession? Attach supporting documentation as needed in SQMS portal.*****[ ]  No** **[ ]  In Work – *POC***       **[ ]  Yes - *If YES, provide details in the block below:*** |
| **Inspection/Test Instructions** |       |
| **Accept/Reject Criteria** |       |
| **Will non-conformance prevent installation? *(detection failure points such as System Check Out Procedure (SCOP), structure, electronic, software, etc.)*** **[ ]  Unknown [ ]  No [ ]  Yes - *If YES, provide details***       |

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| **THE FOLLOWING SECTIONS ARE ONLY FOR SUPPLIER-DESIGNED ITEMS** |

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| **10 Engineering Engagement** |
| **Please provide the LM Engineering POC (NOT SQE) that this issue has been coordinated with.**  | **POC**       |

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| **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 instructions in SQMS portal(2) For use-as-is dispositions, attach engineering analysis in SQMS portal*** |
| **Recommended Disposition**      |
| **Supplier Engineering POC Name**       | **Title**       | **Phone (**     **)**       |