

SUPPLIER RECORDS ON CEASING BUSINESS OPERATIONS:

The latest revision of Appendix QX, section 1.6 Quality Records, defines requirements in the event a supplier is ceasing business operations and had previously done business with Lockheed Martin Aeronautics.

Records generated by suppliers/sub-contractors are maintained by supplier/sub-contractor at their facilities for term specified by purchase order. Review and/or transmittal of supplier generated records is in accordance with items of purchase order.

The following provides how the “Unclassified” records should be packaged, labeled, and addressed for shipment:

Record Container:

Boxes: must be 1.2 cu ft boxes – 10” x 12” x 15”. These are standard across storage vendors and can be purchase at most office supply companies for example, Staples [Item 804338 - Model 23490-CC](#)

Container Content and Information:

The below data must be identified for each box:

Minimum Data Requirements:

Major Description: Aircraft, Supplier Name

Minor Description: Part Number (s)

From Date: Oldest date of the record

To Date: Newest date of the record

Example:

Major Description: C-130 (Supplier Name) Records

Minor Description: PN #####

From Date: 1/1/2008

To Date: 12/31/2010

NOTES:

- The above information shall be provided in a spreadsheet/form format with the information typed, not hand-written, and attached with each container, including a copy on the inside of each container.
- Boxes applicable to different aircraft shall be separated into different boxes. No mixing C-130 with F-35, etc.
- No metal can be packed into the boxes. Staples are acceptable, but no 3-ring binders, ACCO fasteners, etc.

Classified Records

If you have “Classified” records that need to be returned, contact your buyer or Supplier Quality Engineer to obtain additional instructions.

Shipping Addresses

If your contracts required shipment to Lockheed Martin Aeronautics Co. in Fort Worth Texas, ship to:

**Quality Records Dept
MZ 6442 Bldg. 5 Floor 2 Col 57R
Lockheed Blvd #1
Fort Worth, TX 76108**

If your contracts required shipment to Lockheed Martin Aeronautics Co. in Marietta, GA or Palmdale, CA:

Contact your assigned buyer or Supplier Quality Engineer for specific directions for the shipping address.

Records to be Sent

Reference the records called out in Appendix QX, section 1.6 - Quality Records and Appendix QJ, Section II.G. – Records. For program-specific records retention, please refer to the program requirements called out on the PO.