



## CONTRACT ADMINISTRATIVE CLAUSES

**Applicable Clauses are cited in the Contract Schedule**

A. Documentation: The purchase order number must show on all packing lists, bills of lading, freight bills, invoices and communications. All required reports and documents must accompany each shipment referencing the applicable Lockheed Martin Harlingen Facility purchase order. Each report and/or document must be traceable to the materials shipped.

B. Foreign Object Elimination: For all shipments under this order, the supplier is requested to avoid the use of staples in packaging and shipping containers. Whenever possible heat sealing, tape, banding, and self-sealing envelopes should be utilized.

C. Audit: In the event Lockheed Martin requests a price quotation for a follow-on order for the same or similar items, or in the event a price adjustment is requested by Lockheed Martin, seller under the provisions of the article of the terms and conditions incorporated herein entitled, "changes", shall, upon request of Lockheed Martin, furnish a statement of related historical costs together with applicable projections and supporting data. In either of said events, Lockheed Martin shall have the right to examine those books, records, documents and other evidence which involve transactions related to the performance of the work thereunder, or which will permit adequate evaluation of the cost or pricing data submitted, along with the computation and projections used therein.

**TC004**

A. Fastener Holes -- In the event that this order requires fabrication of detail parts procured from a drawing that only shows those parts as part of an assembly, the supplier is not to drill any fastener holes in those parts. Lockheed Martin manufacturing planning is structured to have those holes drilled at the assembly level. Deviations to this requirement will be documented on a statement of work (SOW) incorporated in this order. The resultant part number will be a synthetic part number that is not listed on the engineering drawing (the dash number will begin with a five or nine, i.e. -517, -921 etc). Any questions should be directed to the cognizant buyer on a request for information (RFI) form.

B. Addition of Fasteners: In the event that the parts purchased on the purchase order requires the installation of fasteners, verify that the appropriate engineering requirements and specifications of the part(s) provide manufacturing standards for fastener installation. If no standards are specified, contact the cognizant Lockheed Martin buyer for guidance.

C. Drawings -- The buyer will provide the supplier with an engineering drawing of the same revision as appears on the face of the Purchase Order for each part number. This drawing will be used to manufacture the flight hardware. Copies of specifications will be provided by the buyer upon request.

D. Waiver Approval Request Forms (WARFs) -- the use of WARFs, though allowed by the provisions of this order, is discouraged since processing the form is time consuming and WARFs impact the supplier's quality ratings. The use of the WARF shall be limited to items with a unit cost of over \$1,000 or where contract delivery is in jeopardy. For confirmation of schedule criticality prior to submission of WARF for low cost items, contact the cognizant buyer.

E. Special Processes -- in the event that this purchase order calls out special processes (A7 quality clause), only Lockheed Martin Astronautics approved processors may be used.