

**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.