SUPPLIER RECORDS ON CEASING BUSINESS OPERATIONS:
The latest revision of Appendix QX defines requirements in the event a supplier is ceasing business operations and had previously done business with Lockheed Martin Aeronautics.

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 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 6650 Bld 4 Col 86C Mezz 3  
Lockheed Blvd #1  
Fort Worth, TX 76108

If your contracts required shipment to Lockheed Martin Aeronautics Co. in Marietta, Georgia ship to:

Quality Records Dept  
86South Cobb Dr.  
BLDG B-1 Basement, Col E17  
Marietta, GA 30063

If your contracts required shipment to Lockheed Martin Aeronautics Co. in Palmdale, California:

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