

MFC Supplier Purchase Order Review Guidebook

2024 Edition



APPLICABILITY

This document applies to suppliers of Lockheed Martin Missiles and Fire Control (LMMFC) procured material when required by Purchase Order (PO).

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INTRODUCTION

Purpose

This guidebook provides best practices on how to identify, plan for and satisfy Lockheed Martin Missiles and Fire Control (LMMFC) requirements for completing and processing Purchase Order Reviews (POR) as required per LM Quality Code on applicable Purchase Orders (PO).

This guidebook is a reference only resource and is not a contractually binding document.

A PO Review is performed to ensure the supplier understands and implements all PO requirements including but not limited to the following:

- LM drawings and parts lists
- Military Industry specifications
- Special processes
- Approved tools
- Quality Codes (within the Purchase Order)
- Special requirements including the use of QPD/QPL materials, serialization, etc.
- Mandatory verification steps
- Documentation/Records

This document applies when MFC-SS-004 is required by the Purchase Order.

Benefit

This guidebook will result in a better understanding of the requirements by the supplier allowing for a more streamlined and value-added process.

Target Audience

The guidebook is addressed to MFC Suppliers (and their sub-tiers as applicable). Supplier Quality, Engineering, and Contracts would benefit by reviewing this guidebook.

REFERENCES

Forms

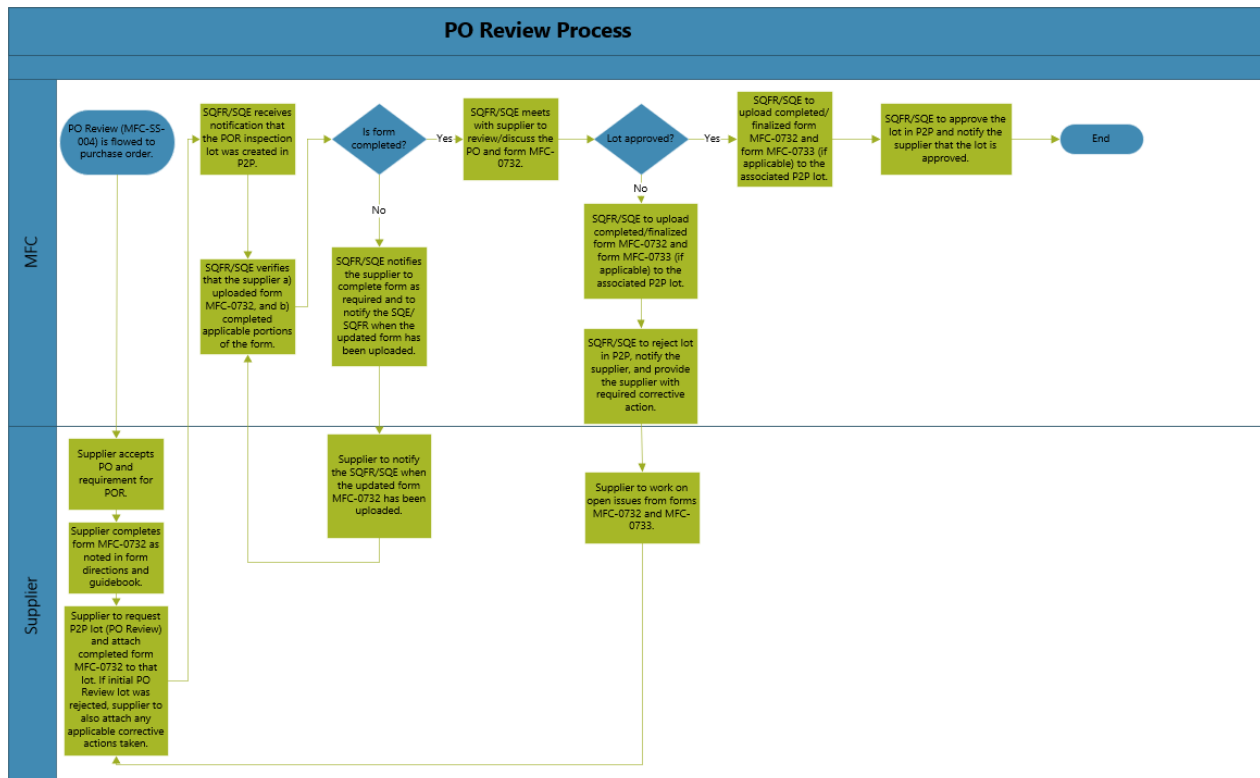
- [MFC-0732 Purchase Order Analysis & Compliance Validation Problems](#)
- [MFC-0733 Purchase Order Evaluation & Compliance Review - Unresolved Problems](#)

Online Resources:

- [LMP2P Training Resources](#)
- LM P2P Help Videos: [LM P2P Videos](#)
- Exostar: <http://portal.exostar.com>
- [MFC Supplier Wire](#)
 - New MFC Quality PO Note Cross-Reference Matrix
 - Approval Code (LMAC) Sheet
 - LMMFC Special Process FAQs
 - Special Process Management

REQUIREMENTS

LMMFC POR Process - Flowchart



Purchase Order Review Requirement

Per MFC-SS-004 (Purchase Order Review) "*The Seller shall request Purchase Order Review upon receipt of the PO or prior to commencing performance under the PO. A Purchase Order (PO) review is required contractually. The objective of the PO review is to ensure the seller understands all PO requirements. This review may be conducted by phone or at the Seller's facility.*"

POR Planning

Supplier Internal Review Overview

- Review Quality Code MFC-SS-004 Purchase Order Review.
 - Note: Purchase Order Review to be completed prior to initiation of production.
- Review requirements of PO. Consider first time build vs continuous production.
- Supplier to download and complete applicable sections of MFC-0732.
 - Note: Always verify latest revision of form by going to [MFC Supplier Wire](#).
- The supplier to review all PO requirements with their team (Supplier Engineering, Quality and Contracts) prior to uploading MFC-0732 to associated P2P lot and LM representative visit/meeting.
- Ensure Engineering package provided by LM matches the Purchase Order.
- Review all drawing notes as well as specifications called out in drawing and/or purchase order.

Completion of MFC-0732

- Supplier to complete [MFC-0732](#).

P2P Lot Creation and Form Submittal

- Go to <https://www.myexostar.com/wp-content/uploads/2022/06/How-to-request-PO-review-with-voice.mp4> training video on how to create a POR lot.
- If the PO has multiple line items for the same part number, it is recommended that the supplier creates several POR lots to cover entire PO in order to save time on POR lot dispositions.
- Supplier to request POR lot(s) and attach completed/filled out MFC-0732 form(s).

LM Representative Review of MFC-0732

- LM representative (*a LM representative can be a Supplier Quality Engineer (SQE) or Supplier Quality Field Representative (SQFR)*) completes applicable sections of MFC-0732.
- LM representative reviews supplier's input to MFC-0732.

Supplier and LM Representative Meeting

- LM representative schedules a meeting with supplier representatives to perform formal PO Reviews.
- LM representative to discuss PO Review lot disposition and follow up actions (if applicable) with supplier.
- If follow up-actions are required, LM will complete MFC-0733 (Unresolved Problems) and provide copies to applicable parties.

COMPLETION OF PO REVIEW FORM - EXPLANATION AND INSTRUCTIONS

Purpose and Instructions for MFC-0732

Note: Supplier may contact the LM SQE or SQFR with any questions they have regarding completion of MFC-0732.

- HEADER
- Section 1 - General PO Requirements
- Section 2 - PO Quality Text Note Review
- Section 3 - Documentation/Engineering Specification Review
- Section 4 - Special Requirements
- Section 5 - Special Process Requirements
- Section 6 - Special Acceptance Tooling Requirements
- Section 7 - Mandatory MFC Source Verification Steps
- Section 8 - Documentation Required for Final Acceptance
- Section 9 - Unresolved Problems/Open Items/Distribution

HEADER

PURPOSE

The purpose of this section is to capture specifically which PO and associated Line Item is being reviewed, the associated part number, and the supplier and Lockheed Martin reviewers. This section allows for quick reference to the specific PO being reviewed as well as associated team players.

Header Directions: Supplier to populate all open fields except LM to complete items marked with an "SM". LM to verify all supplier input.		
Purchase Order (PO) Number	Supplier Name	Supplier Review Team (email/function):
PO Line Item	MFC Supplier Code	
PO Revision	Part Number	*Buyer Review Team (email/function):
*Program & Program Code	Part Revision / PL Revision	

INSTRUCTIONS

Supplier:

- Complete all sections except those designated by an asterisk (*).
- Include all Team players involved in the PO Review including a representative from each of the following: Quality, Engineering, Contracts.
- Verify with the Supplier Contracts representative that the version of the PO being reviewed is the current version.

Lockheed Martin:

- Lockheed Martin SQE or SQFR should complete all sections designated by an asterisk (*).
- List LM Team players that participate in the PO Review.
- Add program details for reference.
- Review entries provided by supplier for accuracy.

Notes:

- Additional Team players may be listed in the "Comments" of Section 9 of MFC-0732.
- No item should be left blank. Insert "N/A" when not applicable.

SECTION 1 - PRE-PRODUCTION REVIEW GENERAL

PURPOSE

The purpose of this section is to ascertain whether or not the supplier is cognizant of all requirements associated with the purchase order as well as to determine if there are appropriate documented procedures and processes in place to capture all such requirements. This section is also intended to prompt discussions to ensure the supplier understands requirements that are mandatory for the applicable PO.

Section 1 - Pre-Production Review General

Whenever a single "check box" appears in No-N/A column only the "No" option is available.

All "No" responses require the LM representative to document the issue on MFC-0733.

Supplier to populate all open fields except LM to complete Items 1, 2, and 5. LM representative to verify supplier responses and to review all input with the supplier.

Item	General PO Requirements	Response	
		Yes	No-N/A

INSTRUCTIONS

Supplier:

- Complete all sections except those designated by an asterisk (*).
- Verify all Supplier Team players involved in the PO Review (including a representative from each of the following: Quality, Engineering, Contracts) concurs with the responses.
- Immediately initiate corrective action (when applicable) for "No" responses, provide evidence (during discussions with LM) of compliance for "Yes" responses, and provide justification (during discussions with LM) for "N/A" responses.

Lockheed Martin:

- Lockheed Martin SQE or SQFR should complete all sections designated by an asterisk (*).
- Review entries provided by supplier for accuracy.
- Process MFC-0733 form if applicable.

Notes:

- Additional Team players required for review may be listed in the "Comments" of Section 9 of MFC-0732.
- No item should be left blank.

SECTION 2 - PO QUALITY TEXT NOTE REVIEW

PURPOSE

The purpose of this section is to ensure that the supplier understands all requirements flowed via Quality Text Notes as well as to determine if there are documented procedures and processes in place to implement those requirements.

Section 2 - PO Quality Text Note Review		
Supplier to complete. LM representative to verify and review with supplier. Supplier to provide evidence of internal compliance to requirement. Use Item 1 example for formatting entries. All "No" responses require the LM representative to document the issue on MFC-0733.		
Item	List	Response
		Yes No-N/A
1	MFC-CC-003 (01 DEC 2016): Requirements Flowdown	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

INSTRUCTIONS

Supplier:

- Copy all Quality Text Notes from the PO to this section. Follow the format provided for Item 1. Required format information located in the QCodes as shown below:

Notes ID : MFC-CC-003 / Qualifier Code : Q
MFC-CC-003 (01 DEC 2016): Requirements Flowdown - Autoflow

The Seller shall have systems and methods to assure full compliance to all quality Purchase Order (PO) notes and requirements applicable to this PO. When products or services applicable to this PO are procured by the Seller from sub-tier suppliers, the Seller shall flow the quality PO note requirements and all other requirements, as necessary, to assure full compliance is achieved.

- Responses denote the following:
 - Yes - The supplier is compliant. Evidence of compliance is ready for LM review.
 - No - The supplier is not compliant. Supplier to initiate corrective action or justify why "No" is a satisfactory answer. Issue may be documented in MFC-0733.
 - N/A - The requirement is acknowledged by the supplier but does not apply to the PO. Issue may be documented in MFC-0733.

Verify all Supplier Team players involved in the PO Review (including a representative from each of the following: Quality, Engineering, Contracts) concurs with the responses. Immediately initiate corrective action (when applicable) for "No" responses, provide evidence (during discussions with LM) of compliance for "Yes" responses, and provide justification (during discussions with LM) for "N/A" responses.

Lockheed Martin:

- Review entries provided by supplier for accuracy.
- Review evidence / justification of each entry with the supplier.
- Process MFC-0733 form if applicable.

Notes:

- Additional Team players required for review may be listed in the "Comments" of Section 9 of MFC-0732.
- For follow-on POs, supplier should consider revision level (date following Quality Code number) to see if any changes are required to internal procedures.

SECTION 3 - DOCUMENTATION / ENGINEERING SPECIFICATION REVIEW

PURPOSE

The purpose of this section is to ensure that the supplier has access to and is implementing all applicable requirements, whether they be Lockheed Martin provided drawings, industry specifications, supplier unique drawings, etc.

Section 3 - Documentation / Engineering Specification Review					
Supplier to complete. LM representative to verify and review with supplier.					
Supplier to record each MFC and supplier drawing, specification, parts list, all Industry and Military specifications, and any other engineering used for this PO. All specifications from the LM drawing notes, SOW/SOR, and PLs shall be listed as a minimum.					
All "No" responses require the LM representative to document the issue on MFC-0733.					
If additional rows are required, attach an Excel spreadsheet to this document.					
Item	Specification	Revision	Title	LM Concurrence	
				Yes	No
				<input type="checkbox"/>	<input type="checkbox"/>

INSTRUCTIONS

Supplier:

- List all engineering drawings (LM and supplier), parts lists, military and industry specifications, Statement of Work, processes, routers/travelers, etc in this section. Revision levels to be included. Documents to be pulled from the PO, associated engineering drawing(s) and parts list(s), Statement of Work, PO Quality Text Notes, etc.
- Verify all Supplier Team players involved in the PO Review (including a representative from each of the following: Quality, Engineering, Contracts) concurs with the responses.
- "LM Concurrence" section to be completed by Lockheed Martin.

Lockheed Martin:

- Review entries provided by supplier for accuracy. Complete "LM Concurrence" column.
- Process MFC-0733 if applicable.

Notes:

- Additional Team players required for review may be listed in the "Comments" of Section 9 of MFC-0732.
- If any specifications required by the PO or drawing are obsolete or superseded, supplier should provide evidence that Lockheed Martin provided direction for use of an alternate specification as required.

SECTION 4 - ADDITIONAL REQUIREMENTS

PURPOSE

The purpose of this section is to ensure that the supplier has captured and is implementing all applicable unique requirements not vetted in other sections of this PO Review.

Section 4 - Additional Requirements			
Supplier to complete. LM representative to verify and review with supplier. List any additional requirements in the PO (serialization, order of precedence, etc.) not captured in the other sections of the PO Review.			
Item	Requirement	Response	
		Yes	No-N/A
1	Do any specs require use of QPD/QPL approved material? If yes, does the supplier acknowledge that they will provide QPD verification via https://qpldocs.dla.mil/ and COCs with traceability to the QPD approved supplier? Are associated Mil specs listed in Section 3 herein?	<input type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
2	Is serialization required? If yes, are the S/Ns dictated by LM or the supplier, and is this clear in the supplier's processing documentation?	<input type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
3	Does the supplier's standard C of C form capture all information required by LM?	<input type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>

INSTRUCTIONS

Supplier:

- Respond to pre-populated Items 1-3.
- Immediately initiate corrective action (when applicable) for "No" responses, provide evidence (during discussions with LM) of compliance for "Yes" responses, and provide justification (during discussions with LM) for "N/A" responses.
- List all unique requirements not captured in other PO Review sections.
- Verify all Supplier Team players involved in the PO Review (including a representative from each of the following: Quality, Engineering, Contracts) concur with the responses.
- Unique requirements may be pulled from the PO, associated engineering drawing(s) and parts list(s), Statement of Work, PO Quality Text Notes, etc.

Lockheed Martin:

- Review entries provided by supplier for accuracy.
- Process MFC-0733 form if applicable.

Notes:

- Additional Team players required for review may be listed in the "Comments" of Section 9 of MFC-0732.

SECTION 5 - SPECIAL PROCESS REQUIREMENTS

PURPOSE

The purpose of this section is to ensure that the supplier has implemented requirements from PO regarding the use of special processes and associated special process providers.

Section 5 - Special Process Requirements						
Supplier to complete. LM representative to verify and review with supplier. List all Special Processes required per PO and Engineering. Review Special Process Quality Code to insure compliance. Verify within the associated databases (LM P2P, NADCAP, IPC, etc) approval status and expiration dates. If seller was delegated control of special processes, verify seller Approved Supplier List (ASL)/documented approvals and expiration dates are recorded. If the special process provider is not listed on applicable database and/or the expiration date is not beyond contract delivery dates, document on MFC-0733.						
Item	Process (List spec number, Type, Class, Code, etc)	Special Process Provider and LM Supplier Number if applicable	Approved Y/N	Survey Expiration Date (MUST be beyond Contract Delivery Dates)	Compliant	
					Yes	No
			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

INSTRUCTIONS

Supplier:

- Review specific PO Quality Text Note for special process requirements.
- List all special processes required for the build and associated special process provider information.
- When a special process from 79P050000 document (or other 79P LM document) is referenced, the 79P document and code, as well as the associated spec (MIL, Industry, etc), should be listed.
- Provide justification or immediately initiate corrective action (when applicable) for "No" responses.
- Special processes may be pulled from the PO, associated engineering drawing(s) and parts list(s), Statement of Work, PO Quality Text Notes, etc.
- Verify all Supplier Team players involved in the PO Review (including a representative from each of the following: Quality, Engineering, Contracts) concur with the responses.

Lockheed Martin:

- Review entries provided by supplier for accuracy.
- Process MFC-0733 form if applicable.

Notes:

- Additional Team players required for review may be listed in the "Comments" of Section 9 of MFC-0732.

SECTION 6 - SPECIAL ACCEPTANCE TOOLING REQUIREMENTS

PURPOSE

The purpose of this section is to ensure that the supplier is aware of and has implemented requirements from their PO regarding the use of special acceptance tooling. This section also allows for discussion regarding the need to document and maintain all associated tooling.

Section 6 - Special Acceptance Tooling Requirements									
Supplier to complete. LM representative to verify and review with supplier. List special inspection equipment from PO, drawing, etc. If tooling is not approved for use by LM or is not calibrated, document via MFC-0733.									
Item	Tool Number	Tool Description	MFC Owned		MFC Approved		Calibration Expiration Date	Used for Inspection	
			Yes	No	Yes	No		Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

INSTRUCTIONS

Supplier:

- Review engineering drawings, PO, etc. for requirements related to Special Acceptance Tooling.
- List all Special Acceptance Tooling required for the build, as well as associated requested information.
- Provide justification and/or immediately initiate corrective action (when applicable) for "No" responses and provide evidence of compliance for "Yes" responses. This information will be discussed during the meeting with the LM representative.
- Verify all Supplier Team players involved in the PO Review (including a representative from each of the following: Quality, Engineering, Contracts) concur with the responses.

Lockheed Martin:

- Review entries provided by supplier for accuracy.
- Process MFC-0733 form if applicable.

Notes:

- Additional Team players required for review may be listed in the "Comments" of Section 9 of MFC-0732.

SECTION 7 - MANDATORY MFC SOURCE VERIFICATION STEPS

PURPOSE

The purpose of this section is to ensure that the supplier is aware of and has implemented all MFC source verification steps. Review of these steps allows for the supplier to plan and schedule for these activities. These steps should be factored into the supplier's processing schedule.

Section 7 - Mandatory MFC Source Verification Steps				
Supplier to complete. All mandatory in-process / final inspection steps shall be listed. LM representative to verify and review with supplier. Supplier to be made aware that all in-process inspection documentation shall also be presented at final inspection. Document "No" responses on MFC-0733.				
Item	Inspection Point	Operation or Operation Number	Supplier Concurrence Response	
			Yes	No-N/A
	First Article Inspection		<input type="checkbox"/>	<input type="checkbox"/>
	Pre-Cap Inspection		<input type="checkbox"/>	<input type="checkbox"/>
	In-Process Inspection		<input type="checkbox"/>	<input type="checkbox"/>
	Government Source Inspection		<input type="checkbox"/>	<input type="checkbox"/>
	In-Process Visual Weld Inspection		<input type="checkbox"/>	<input type="checkbox"/>
	LAT		<input type="checkbox"/>	<input type="checkbox"/>
	Solder inspection prior to conformal coating		<input type="checkbox"/>	<input type="checkbox"/>
	Final Source Inspection		<input type="checkbox"/>	<input type="checkbox"/>

INSTRUCTIONS

Supplier:

- Review engineering drawings, PO, etc. for requirements related to required MFC Source Verification Steps and add to this section. Common steps are pre-populated in this section.
- Concur/Respond to all inspection points.
- Provide justification and/or immediately initiate corrective action (when applicable) for "No" and "N/A" responses and provide evidence of compliance for "Yes" responses. This information will be discussed during the meeting with the LM representative.
- Review planning for the build to ensure appropriate inspections are noted.
- Verify all Supplier Team players involved in the PO Review (including a representative from each of the following: Quality, Engineering, Contracts) concur with the responses.

Lockheed Martin:

- Review entries provided by supplier for accuracy.
- Process MFC-0733 form if applicable.

Notes:

- Additional Team players required for review may be listed in the "Comments" of Section 9 of MFC-0732.

SECTION 8 - DOCUMENTATION REQUIRED FOR FINAL ACCEPTANCE

PURPOSE

The purpose of this section is to ensure that the supplier is aware of documentation required for final acceptance. Review of these steps allows for the supplier to plan for what documentation (as a minimum) is required to note compliance to the PO.

Section 8 - Documentation Required for Final Acceptance			
LM representative to complete and review with supplier. Identify all required documentation needed for final source inspection. If a SOR/SOW are required for this product, verify any additional required documents are understood. If supplier disagrees or takes exception, LM representative to document on MFC-0733.			
Item	Documentation Item	Supplier Concurrence	
		Yes	No
<input type="checkbox"/>	Raw material certification for all product	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Supplier special process certifications	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sub-tier special process certifications with appropriate traceability	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	FAI (or evidence of completed FAI at current engineering and process revision)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Statistical process control data	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Certificate of Conformance	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of MFC-approved ATP and/or Inspection plan	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Actual test/inspection or environmental data	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Evidence that nonconformances are closed and dispositioned properly	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Evidence that MRB submittals are approved and closed	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Evidence that applicable deviation/waivers are approved	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	PSW (Parts Submission Warrant)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

INSTRUCTIONS

Supplier:

- Review engineering drawings, PO, etc. for requirements related to required documentation and add to this section. This section is pre-populated with common documents which may or may not be applicable to the specific PO.
- Provide concurrence, as applicable, with each type of documentation listed.
- Provide justification and/or immediately initiate corrective action (when applicable) for "No" responses and provide evidence of compliance for "Yes" responses. This information will be discussed during the meeting with the LM representative.
- Verify all Supplier Team players involved in the PO Review (including a representative from each of the following: Quality, Engineering, Contracts) concur with the responses.

Lockheed Martin:

- Review entries provided by supplier for accuracy.
- Process MFC-0733 form if applicable.

Notes:

- Additional Team players required for review may be listed in the "Comments" of Section 9 of MFC-0732.

SECTION 9 - UNRESOLVED PROBLEMS / OPEN ITEMS / DISTRIBUTION

PURPOSE

The purpose of this section is to

- Summarize the status of the PO Review.
- Provide directions associated with the approval or disapproval of the connected P2P Lot.
- Document contact information of both the supplier and the Lockheed Martin representative associated with this PO Review.

Section 9 - Unresolved Problems | Open Items | Distribution

Supplier to complete "Supplier Delegate" information below. LM representative to complete all other sections.

If the PO Review was approved, Form MFC-0732 shall be attached to the P2P lot. The following short text may be added to P2P prior to approving the lot: "POR Approved P/N XXXXXXXX-XXX."

If the PO Review cannot be approved due to open issues, the LM SQE/SQFR shall record all issues on form MFC-0733 "[Purchase Order Evaluation & Compliance Review - Unresolved Problems](#)" and review the issues with the supplier. Form MFC-0733 shall be attached to the lot. The following short text may be added to P2P prior to rejecting the lot: "POR Rejected P/N XXXXXXXX-XXX."

COMMON ERRORS WHICH CAUSE POR REJECTION

- 1) Supplier did not request Purchase Order Review upon receipt of the PO or prior to commencing performance under the PO.
- 2) Supplier did not complete all sections of MFC-0732.
- 3) Supplier did not vet their input with members of their team including Engineering, Quality, and Contracts.
- 4) Supplier did not provide examples/details of implementation of PO requirements.
- 5) Supplier did not reference all required drawings, specs, processes, etc required in Section 3.
- 6) Revision levels noted in Section 3 are incorrect/not current.
- 7) Supplier did not complete all required input for Special Process Providers (Section 5).
- 8) Supplier did not list Special Process Provider information for imbedded special processes (such as salt spray testing) within Section 5.
- 9) Inspection Tooling required (per Section 6) has not been maintained.
- 10) Mandatory Lockheed Martin source steps have not been added to the supplier's associated schedule/planning.

FREQUENTLY ASKED QUESTIONS

Who to contact for assistance during filling out form, lot approval/rejection, etc?


If supplier requires assistance, contact the LM Buyer's procurement representative or the associated SQE and/or SQFR.

What happens when a POR lot is rejected? What to do?

If a PO Review is rejected, the Lockheed Martin Quality Representative will document issues on MFC-0733. MFC-0733 will list all actions required in order to approve the PO Review. The Lockheed Martin Quality Representative will provide copies of MFC-0733 to all associated Lockheed Martin and supplier personnel. All action item responses to be provided in writing to the Lockheed Martin Quality Representative for consideration.

NOTE: If the supplier does not provide completed MFC-0732, the lot may be cancelled or rejected by Lockheed Martin without completing form MFC-0733.

EXAMPLE OF COMPLETED MFC-0732

 Form No. MFC-0732 Rev. May 16, 2024	PURCHASE ORDER ANALYSIS & COMPLIANCE VALIDATION
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Header Directions: Supplier to populate all open fields except LM to complete items marked with an "*". LM to verify all supplier input.		
Purchase Order (PO) Number	Supplier Name	Supplier Review Team (email/function):
41000000	Supplier Inc.	QualityRep@Supplier.com - Quality
PO Line Item	MFC Supplier Code	ContractsRep@Supplier.com - Contracts
1	LM00123	EngineeringRep@Supplier.com - Engineering
PO Revision	Part Number	*Buyer Review Team (email/function):
-	7777EXP	QualityRep@lmco.com - Quality
*Program & Program Code	Part Revision / PL Revision	ContractsRep@lmco.com - Contracts
Example EXP	C000 / -	EngineeringRep@lmco.com - Engineering

Section 1 - Pre-Production Review General			
Whenever a single "check box" appears in No-N/A column only the "No" option is available. All "No" responses require the LM representative to document the issue on MFC-0733. Supplier to populate all open fields except LM to complete Items 1, 2, and 5. LM representative to verify supplier responses and to review all input with the supplier.			
Item	General PO Requirements	Response	
		Yes	No-N/A
1*	Does the PO correctly define all applicable engineering and revisions (Including relevant Notice of Revisions (NORs)/Engineering Change Requests (ECRs)/Engineering Change Notices (ECNs)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Do the drawing and parts list revision levels match up in the various locations of the PO, specifically is there a match in the "Item" section of the PO when comparing the "Product Revision Level" detail within the "Customer Data" tab to the "Material PO text" detail within the "Texts" tab?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2*	Review supplier site-specific Quality Defect data to assess current P/N applicability. Are applicable nonconformances or SCARs closed? If not, list open nonconformances and/or SCARs on MFC-0733.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Does the supplier's QMS system have procedures that requires flow down of PO requirements to sub-tiers? Supplier to provide evidence of flow down. Supplier to provide sample PO (to their sub-tier).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Is the supplier's manufacturing site the same as the site listed on the PO? If not, has the manufacturing site been vetted by LM? Capture any delta between actual build/test location from PO noted locations on MFC-0733.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5*	Does the supplier understand the delivery dates, quantities, packaging requirements (packaging, address label, bar code location)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6a	Has the PO been reviewed by appropriate supplier personnel. <u>Acceptable minimum</u> supplier review of POs shall include the supplier's Engineering, Quality, and Contracts groups. Does supplier acknowledge this level of review/detail? Supplier to record names of personnel (and their associated functions) that reviewed this PO on header of this form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6b	Has the supplier validated that requested exceptions mentioned to MFC have been implemented in the current PO Version?	<input type="checkbox"/>	<input type="checkbox"/> - <input checked="" type="checkbox"/>

7	Does the supplier have procedures that direct revision specific specification/drawing procurement control internally, and to all suppliers and sub-tier processors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Has the supplier manufactured the part/assembly within the last two years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9a	Does the supplier have documented process controls?	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
9b	Does the supplier have documented inspection points?	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
9c	Does the supplier have documented inspection methods?	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
9d	Does the supplier have documented test plans?	<input type="checkbox"/>	<input type="checkbox"/> - <input checked="" type="checkbox"/>
9e	Does the supplier retain test and inspection data?	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
9f	If the Data Retention requirement applies, does the supplier have a documented process with controls in place to ensure compliance?	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
10	If an Acceptance Test Procedure (ATP) applies is it current to the PO part number / SOW requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/> - <input type="checkbox"/>
11a	Does a First Article Inspection (FAI) apply?	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
11b	Is it current to PO Part Revision, Part List, and supplier Process Revision?	<input type="checkbox"/>	<input checked="" type="checkbox"/> - <input type="checkbox"/>
11c	Are subassembly FAIs attached to the top level FAI?	<input type="checkbox"/>	<input type="checkbox"/> - <input checked="" type="checkbox"/>
11d	Are sub-tier supplier FAIs attached to the top level FAI? If the FAI has not yet been completed, supplier to show how their QMS system will mandate that required details are included in the FAI.	<input type="checkbox"/>	<input type="checkbox"/> - <input checked="" type="checkbox"/>
12	If applicable – Use of Reduced Dimension Drawings (RDD) requires Lockheed Martin approval of a First Article Inspection (FAI) outline (Bill of Characteristics (BOC)/AS9102 Form 3 w/o results (Pre-populated Form 3)). If needed, determine if approval exists and load the approval with this P2P PO lot .	<input type="checkbox"/>	<input type="checkbox"/> - <input checked="" type="checkbox"/>
13	Does a "Statement of Work" (SOW) apply? Revision Level	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Section 2 - PO Quality Text Note Review

Supplier to complete. LM representative to verify and review with supplier. Supplier to provide evidence of internal compliance to requirement.

Use Item 1 example for formatting entries.

All "No" responses require the LM representative to document the issue on MFC-0733.

Item	List	Response	
		Yes	No-N/A
1	MFC-CC-003 (01 DEC 2016): Requirements Flowdown	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
2	MFC-AS-001 (07 AUG 2017): Product Safety Awareness	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
3	MFC-AS-002 (07 AUG 2017): Product or Service Conformity Awareness	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
4	MFC-CC-001 (25 APR 2024): Supplier Process Change Control	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
5	MFC-CC-003 (01 DEC 2016): Requirements Flowdown	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
6	MFC-DC-001 (30 MAY 2023): Supplier Retention of Quality and Inspection Records	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
7	MFC-DC-002 (04 OCT 2022): Electronic Submission of Data	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
8	MFC-DC-003 (31 MAY 2023): Certificate of Conformance	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
9	MFC-DC-017 (19 JAN 2017): Material and Process Specification	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
10	MFC-DC-020 (14 FEB 2024): Special Process Approvals	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
11	MFC-IN-003 (16 MAY 2024): First Article Inspection - 12 Months	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
12	MFC-PK-001 (22 MAR 2023): Commercial Packaging	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>

Item	Tool Number	Tool Description	MFC Owned		MFC Approved		Calibration Expiration Date	Used for Inspection	
			Yes	No	Yes	No		Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Section 7 - Mandatory MFC Source Verification Steps

Supplier to complete. All mandatory in-process / final inspection steps shall be listed. LM representative to verify and review with supplier.
 Supplier to be made aware that all in-process inspection documentation shall also be presented at final inspection.
 Document "No" responses on MFC-0733.

Item	Inspection Point	Operation or Operation Number	Supplier Concurrence Response	
			Yes	No-N/A
1	First Article Inspection	5	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
2	Pre-Cap Inspection		<input type="checkbox"/>	<input type="checkbox"/> - <input checked="" type="checkbox"/>
3	In-Process Inspection		<input type="checkbox"/>	<input type="checkbox"/> - <input checked="" type="checkbox"/>
4	Government Source Inspection		<input type="checkbox"/>	<input type="checkbox"/> - <input checked="" type="checkbox"/>
5	In-Process Visual Weld Inspection		<input type="checkbox"/>	<input type="checkbox"/> - <input checked="" type="checkbox"/>
6	LAT		<input type="checkbox"/>	<input type="checkbox"/> - <input checked="" type="checkbox"/>
7	Solder inspection prior to conformal coating		<input type="checkbox"/>	<input type="checkbox"/> - <input checked="" type="checkbox"/>
8	Final Source Inspection	55	<input checked="" type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/> - <input type="checkbox"/>

Section 8 - Documentation Required for Final Acceptance

LM representative to complete and review with supplier.
 Identify all required documentation needed for final source inspection. If a SOR/SOW are required for this product, verify any additional required documents are understood.
 If supplier disagrees or takes exception, LM representative to document on MFC-0733.

Item	Documentation Item	Supplier Concurrence	
		Yes	No
1	<input checked="" type="checkbox"/> Raw material certification for all product	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<input checked="" type="checkbox"/> Supplier special process certifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	<input checked="" type="checkbox"/> Sub-tier special process certifications with appropriate traceability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<input checked="" type="checkbox"/> FAI (or evidence of completed FAI at current engineering and process revision)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	<input checked="" type="checkbox"/> Statistical process control data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	<input checked="" type="checkbox"/> Certificate of Conformance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/> Evidence of MFC-approved ATP and/or Inspection plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	<input checked="" type="checkbox"/> Actual test/inspection or environmental data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	<input checked="" type="checkbox"/> Evidence that nonconformances are closed and dispositioned properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	<input checked="" type="checkbox"/> Evidence that MRB submittals are approved and closed	<input checked="" type="checkbox"/>	<input type="checkbox"/>

11	<input checked="" type="checkbox"/>	Evidence that applicable deviation/waivers are approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	PSW (Parts Submission Warrant)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

<p>Section 9 - Unresolved Problems Open Items Distribution</p> <p>Supplier to complete "Supplier Delegate" information below. LM representative to complete all other sections.</p> <p>If the PO Review was approved, Form MFC-0732 shall be attached to the P2P lot. The following short text may be added to P2P prior to approving the lot: "POR Approved P/N XXXXXXXX-XXX."</p> <p>If the PO Review cannot be approved due to open issues, the LM SQE/SQFR shall record all issues on form MFC-0733 "Purchase Order Evaluation & Compliance Review - Unresolved Problems" and review the issues with the supplier. Form MFC-0733 shall be attached to the lot. The following short text may be added to P2P prior to rejecting the lot: "POR Rejected P/N XXXXXXXX-XXX."</p> <p>The names of the LM and Supplier personnel that were called in to support resolution of issues during the PO Review shall be recorded in the "Comments" section below.</p>	
<p>Supplier Delegate Name and Title</p> <p>Supplier Quality Name: [Redacted] 5/20/24 Name: [Redacted] Date</p> <p>Phone: 111-222-3333 Email: QualityRep@Supplier.com</p>	<p>Comments: Reviewed evidence of implementation of applicable quality codes.</p>
<p>LM SQFR or SQE</p> <p>QualityRep Name: [Redacted] 6/6/24 Name: [Redacted] Date</p> <p>Phone: 444-555-6666 Email: QualityRep@lmco.com</p>	