

## SQM/CSO Service Request#:

### REQUESTED ROLE:

- ☐ Quality Engineer, Level I      ☐ Quality Engineer Lead, Level I      ☐ Source/Receiving Inspector, Level I  
☐ Quality Engineer, Level II      ☐ Quality Engineer Lead, Level II      ☐ Special Process Surveyor, Level I

### REQUESTOR INFORMATION (Required):

Requestor: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email \_\_\_\_\_  
 POC: \_\_\_\_\_  
 POC Phone: \_\_\_\_\_ Email \_\_\_\_\_

### SUPPLIER DATA:

Supplier Name	Supplier DUNS	Project Code (PC)	State	City	A/F or AVMS

If checked, please see page at the end of this form for additional suppliers.

### Unique Requirements or Exceptions to Basic Job Description:

#### \*\*Requester note:

Will candidate need systems access? (E-mail, NTID, OARS) ☐ Yes ☐ No

Will position require candidate to use personal laptop? ☐ Yes ☐ No

Will position require candidate to work internationally? ☐ Yes ☐ No

### FREQUENCY / DURATION OF REQUEST:

Estimated hours per week: \_\_\_\_\_

**NOTE:** Stated hours are an estimate and do not constitute a guarantee of hours. Some assignments may be "on call".

**DURATION:**      Start Date:      End Date:

1. Select a "Role"

# Instructions

Position Title	Commodities/Related Skills
Quality Engineering	<p>Utilize quality science techniques to effect continuous performance improvement at assigned suppliers; Reviews, analyzes, and reports on quality discrepancies related to process, assembly, manufacturing, mechanical, electrical, hydraulic, or electro-mechanical systems; Ensure that performance and quality of products conform to established company and regulatory standards; Use surveillance and auditing techniques to identify opportunities for process and product improvement; Interfaces with manufacturing, engineering, customer, supplier, and procurement (as appropriate) to ensure requirements / expectations are satisfied; Facilitate development of supplier recovery plans; Monitor and evaluate supplier process for compliance to purchase order and engineering requirements; Collaborate with supplier to investigate root cause and corrective actions when process or product deficiencies are detected; Identify, plan, and facilitate cross-functional improvement activities; Deploy variation management tools and techniques at select suppliers to mitigate risk; Have performed Quality System Audits, AS9102 First Article Reviews; computer proficiency and proficiency with MS Office products.</p> <p><b>Additional Comments</b> Travel is required and may extend beyond the local area. Initial supplier assignments may change to meet customer requirements. Work hours are not fixed or guaranteed and may extend beyond 40 hours per week to meet customer requirements. Aerospace supplier experience is preferred and may be used as the primary selection criteria among equally qualified candidates.</p>
Quality Engineering Lead	<p>Provides technical guidance and mentoring to an assigned team of contracted quality engineers to facilitate the success of their team and assigned suppliers. Works closely with Aeronautics management and peers to develop and disseminate strategic initiatives. Assists in communicating and maintaining command media developed for contractor use. Maintains metrics on team performance.</p>
Source / Receiving Inspector	<p><b>Electrical</b> Verifies completed product to purchase order, drawing and associated specifications. Ability to adequately inspect Aerospace level electronic components and assemblies. Includes CCA or PWB for industry specifications such as J-STD-001 and IPC 610. Previous</p> <p><b>Mechanical / Other</b> Verifies completed product to purchase order, drawing and associated specifications. Ability to adequately inspect Aerospace level mechanical components and assemblies including welded and machined parts for compliance with industry and LM specifications. Knowledge of standard inspection tools to include CMMs is required. Previous machine shop experience, final inspections and Aerospace products.</p> <p><b>NDT and Special Process</b> Verifies completed product to purchase order, drawing and associated specifications with respect to Non-Destructive Testing and Special Processes (e.g. Heat Treat, Aluminum Aging, Shot Peen, Anodizer/Alodine, Prime/Paint, Cleaning Methods, etc.) application/conformance. Ability to review overall inspection process for compliance to NAS410 and other applicable specifications and standards. May require prior level II or level III NDT Inspection Certification. Must have demonstrable understanding of non-destruction inspection and special process applications for Aerospace manufacture.</p> <p><b>Related Skills</b> Include but not limited to Complex Electrical, Power Supply, Printed Circuit Board (PWB), Printed Wiring Assemblies (PWA) Radio Frequency, Soldering, Geometric Dimensioning and Tolerancing, Weld/Braze, Heat treat, Composites, Optics, Manufacturing, Liquid Penetrant, Radiography, Ultrasonic, Mag Particle, Visual, Eddy Current, Surface Mount Technology, Polymerics</p>
Surveyor	<p><b>Non-Destructive Testing (NDT) and Special Process Application</b> Assesses compliance to technical specifications. Has held a Level II or Level III NDT Inspection certification. Intimately familiar with Special Process (e.g. Heat Treat, Aluminum Aging, Shot Peen, Anodizer/Alodine, Prime/Paint, Clean Methods, etc.) application/conformance/compliance. Has completed LMC testing and surveyor training. Has a background and knowledge in quality management and prevailing quality management systems. Must have demonstrable understanding of special process applications for Aerospace manufacture.</p> <p><b>Related Skills</b> Solder, Printed Wiring Board (PWB), Printed Wiring Assemble (PWA), Cable, Harness, Harness assembly, Components, Units, Chemical Processing, Heat Treating, Weld/Braze, Castings, Forgings, Stampings, Sheet Metal, Additive Manufacturing, Liquid Penetrant, X-Ray, Ultrasonic, Mag Particle, Hybrids, Surface Mount Technology, Polymerics, Digital Detector Array/Computed Radiography</p>

# Instructions

2. Level I Role should be selected unless the position requires special or higher than normal certifications.

<b><u>Level I Parameters</u></b> <b>SR requires qualification in less than 3 Commodities.</b>	<b><u>Level II Parameters</u></b> <b>Service Request requires 1 or more of the listed certifications &amp;/or</b>
<ul style="list-style-type: none"> <li>• Test (System) Engineer</li> <li>• Quality Engineer</li> <li>• Manufacturing Engineer</li> <li>• Software Quality Engineer</li> <li>• Administration/Clerical*</li> <li>• Expediting</li> <li>• Program Management</li> <li>• Quality Management</li> <li>• Production Readiness</li> <li>• Electrical</li> <li>• Software Engineer</li> <li>• Mechanical/Other</li> <li>• Training</li> <li>• Technical Writing</li> </ul>	<ul style="list-style-type: none"> <li>• Service Request requires qualification in 3 or more Commodities listed in Level I &amp;/or</li> <li>• If Other is submitted, Business Area approval is required to ensure request is a Level II</li> </ul> <p><b><u>Level II Certificates Examples**</u></b></p> <ul style="list-style-type: none"> <li>• J-STD-001</li> <li>• IPC-A-610</li> <li>• IPC-A-520</li> <li>• IPC-6012</li> <li>• ASQ (All variations)</li> <li>• NDT (All variations)</li> <li>• Six Sigma</li> <li>• Certified Weld Inspector</li> <li>• NASA Certifications</li> <li>• FAA</li> </ul>
* Exempt from Commodities count	** The Service Request will contain the specific industry standard certifications that are required by the requesting Business Area

- Enter full name of Requestor including phone number and email address
- Enter full name and contact information of POC if different than requestor
- Provide supplier information for each supplier the contractor will be supporting (re: Note 2)
- Review the basic job description and list any additional experience or conditions for requested role
- Indicate specific level of access candidate will need when selected
- Important!!** – Indicate estimated hours and duration
  - Contractors are NOT guaranteed 40 hours per week. Their hours should be planned based on need.
  - Duration – how long do you anticipate needing this resource.
- Attach completed form to an email and submit to:  
 CSO Admin: [cs0-csm.gr-aero@lmco.com](mailto:cs0-csm.gr-aero@lmco.com) &  
 Teresa Lindsey: [teresa.lindsey@lmco.com](mailto:teresa.lindsey@lmco.com)

## Notes:

- A separate Service Request must be completed for each contractor needed
- Contractors are provided a DUNS number and Project Code (PC) for each supplier they support – they cannot provide support at a suppliers for which they do not have a charge number.

PROJECT CODE & DESCRIPTION			
4A	F-35 MAJOR	4J	SQM TRAINING (BADGED)
4B	INTERNATIONAL SUPPORT	4K	SQM CORE SUPPORT
4C	ADMINISTRATIVE	4L	ONBOARD TRAINING
4F	AIRFRAME	4Q	COMMAND CENTER
4G	AVMS	40	AERO TOOLING SUPPORT

### ADDITIONAL SUPPLIER DATA:

[illegible]