1. PURPOSE
   1. Purpose of the Document

To define the minimum requirements for Triumph Group (TG) sites delegating product verification to suppliers.

* 1. Application

This procedure is intended for use by Triumph Group Sites that produce and/or provide aviation, space, and defense products, including organizations providing maintenance, spare parts, materials, and services.

It is emphasized that the requirements specified in this procedure are complementary, not alternative to contractual and applicable statutory and regulatory requirements. Should there be a conflict between the requirements of this standard and applicable contractual, statutory, or regulatory requirements, the latter shall take precedence.

* 1. Applies To

Triumph Group (TG) and Site (TG –Site) - Supply Chain / Supplier Quality Management

1. SCOPE

This procedure provides the minimum requirements for a delegated product release verification process, whereby receiving inspection or source inspection is precluded. The process shall be compliant to AS91XX Standards and AS9117, in respect to; eligibility requirements, delegation program requirements, supplier/delegate responsibilities, record retention requirements.

* 1. Supplemental Documented Information

Triumph Group Sites may develop supplemental documented information (e.g., procedures, work instructions, forms) containing additional requirements. Redundant requirements must not be contained within the site documented information except by reference.

See section 6.2.5 TGI SCMP 4.1 Forms: for use of SCMP 4.1 related forms and TG-Site requirements.

* 1. Product Eligibility

Only product that is at the released production phase is eligible for participation in the DPRV program. Product subject to the following processes are excluded from the DPRV program until the process has been satisfactorily completed: First Article Inspection (FAI), Part or Process Qualification, Critical Part Qualification, and when contractually prohibited by customer.

1. DEFINITIONS AND ACRONYMS

|  |  |
| --- | --- |
| A/QMS | Aerospace Quality Management System |
| Distributor | An Organization carrying out the purchase, storage, splitting or sale of products without affecting product conformity (no modifications). This type of provider does not require DPRV.  Distributors are limited to Raw Materials, Industry Standard Parts, and Commercial-Off-The-Shelf (COTS) items. |
| Value-Added Distributor | A Supplier that provides a service or modification to the existing product such as, catalogue or COTs product (e.g. Source Control Suppliers). This is applicable to suppliers that are directly or indirectly (via sub-contracting) providing the service or modification. |
| Commercial Off the Shelf (COTS) | Commercially available items or applications intended or defined by design to be procured and utilized without modification1 to industry recognized specifications and standards, and sold through public catalog listings (e.g., common electronic components).  Note:  1 Modified COTs are not included as part of COTS definition. |
| Delegated Product Release Verification Program (DPRV) | A process whereby a supplier and or its personnel is delegated the authority to act on behalf of Triumph to verify and release products/services that allow the same product/services to be delivered into stock without receiving inspection or source inspection. (Previously referred to as P3)  Note:  2Standard COTS provided by a distributor are not included in this program  3TG-Sites will determine the oversight required for COTS supplied materials |
| Engineering Designated Critical Items | Requirements identified on the drawing or purchase order for items (e.g. function, part, software, characteristic, process) having significant effect on the provision and use of the product and services; including safety, performance, form, fit, function, producibility, service life, etc. that require specific actions to ensure they are adequately managed. Examples include Safety Critical, Fracture Critical, mission critical items, key characteristics, etc. |
| Method I, DPRV Program | TGI Site delegated supplier and delegated individual(s). |
| Method II, DPRV Program | TGI Site delegated supplier and a supplier delegated individual(s). |
| DELGATED QUALITY REPRESENTATIVE (DQR) | A DQR is the supplier’s designated DPRV program personnel receiving product from the supplier for source inspection and self-release. |
| P3 | Delegated Product Release Verification Program, formerly named: ‘Preferred Performer Program’ |
| QPulse Asset Module | Module within the enterprise QMS Management Software (QPulse) that is utilized to manage the DPRV process or records. |
| SCMP | Supply Chain Management Procedure |
| Signature/Sign | Handwritten, electronically generated, or electronically typed name of an individual that indicates an act of approval, disapproval, review, etc. – When applied to forms within this procedure must be traceable to the individual via positive traceability methods (e.g. single sign on, digital i.e. DocuSign, etc. ) |
| Similar/Same | Parts that share the same or similar manufacturing processes, inspection processes and tolerances. |
| TG-SQAM001 | Triumph Group Supplier Quality Assurance Manual |
| Triumph Group Supplier Portal/ Approved Supplier List (ASL) | Triumph Website: www.[triumphsupplysource.com](http://www.triumphsupplysource.com/) that houses the Triumph Group Approved Supplier List (ASL), applicable Supply Chain Management Procedure(s). Often referred to as “the system” or “the portal” |

1. APPLICABLE DOCUMENTS

| DOC Number | DOC Type | DOC Title |
| --- | --- | --- |
| SQAM001 | TG  Procedure | Supplier Quality Assurance Manual |
| SCMP 2.1 | Supplier Corrective Action |
| SCMP 2.2 | Supplier Performance Improvement Program |
| SCMP 4.1 (a) | TG Form | Delegated Product Verification Program Agreement Letter |
| SCMP 4.1 (b) | Designated Supplier Quality Representative Application |
| SCMP 4.1 (c) | Designated Supplier Quality Requirements, Product Inspection Record Form |
| SCMP 4.1 (d) | DPRV Periodic Product Audit |
| SCMP 4.1 (e) | DPRV AS9117 Supplier Qualification and Continued Evaluation Assessment |
| TSCMT 4.1 | SCMP Training Material | DPRV Program |
| AS9003 | AQMS Standard | Inspection and Test Quality Systems, Requirements for Aviation, Space, and Defense Organizations |
| AS9100 | Quality Management Systems - Requirements for Aviation, Space and Defense Organizations |
| AS9110 | Quality Management Systems - Requirements for Aviation Maintenance Organizations |
| AS9120 | Quality Management Systems - Requirements for Aviation, Space and Defense Distributors |
| AS9117 | Delegated Product Release Verification (DPRV) |
| AS13100 |  | AESQ Quality Management System Requirements for Aero Engine Design and Production Organizations |
| ISO9001 |  | Quality Management Systems – Requirements |

1. RESPONSIBILITIES: SEE APPENDIX A: RASCI DOCUMENT
2. PROCEDURE:
   1. **DPRV Delegation Selection and Method Classification**
      1. **Supplier Selection:**

TG-Sites will conduct a periodic review of the suppliers to determine DPRV eligibility. TG-Sites may deny adding a supplier to the DPRV Program, based on product spend and/or product volumes expected to be delivered over a reasonable amount of time, such as (1) to (3) years out. The supplier shall meet the minimum requirements prior to selection:

* + - 1. Has met the requirement of an Approved Supplier and is on the TG-Supplier Portal.
      2. Has met the minimum applicable Supplier QMS designation per SQAM001.
      3. Has met acceptable (green) quality performance measures as defined per SQAM001. Suppliers identified as conditional or unacceptable shall have a discrete action plan to get to acceptable performance measures in accordance with Table 1: DPRV Performance Eligibility Threshold/Measures.

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 1: DPRV Performance Eligibility Threshold/Measures** | | | |
| Activity | \*Threshold per SQAM001 | | |
| Green | Yellow | Red |
| (6) Month Cumulative Quality yield | Acceptable | Conditional | Not Acceptable |
| On-Time Corrective Action Response for Each Phase |
| Corrective Action 1st Time Yield |
| 12 Month Cumulative Notification of Escapes |
| \*Performance measures (green, yellow, red) are in accordance with SQAM | | | |

* + 1. **Supplier Delegation Method Classification**

Prior to DPRV Program method classification, TG-Sites shall consider process controls required to ensure product delivered directly to stock meets purchase order and drawing requirements as applicable. Items to consider include: Semi- Finished or not 100% complete to Drawing Purchase Order Requirements.

All DPRV Suppliers shall be classified into two delegation Methods: One (I) or Two (II). Suppliers may be both Method I and Method II, the scope and limitation of delegation shall be address appropriately, including the appropriate approval and maintenance requirements. The following minimum requirements shall be met for classifications:

* Engineering Designated Critical Items shall be considered Method I
* Non-Engineering Designated Critical Items shall be considered Method II unless, determined as not meeting TG-Site requirements or needs.
  + 1. **Supplier Selection Notification and Response:**
       1. Acknowledgement: The TG-Site shall complete and deliver SCMP 4.1 Form (a) or TG-Site equivalent that identifies the Method (scope) and acknowledgement to the supplier; the supplier shall acknowledge and respond to TG-Site via the provided notification letter. At a minimum, the supplier selection letter shall define the scope/method of classification, program expectations and required authority for successful program implementation. The program letter is only required to be completed once; additional records may be added. Records shall be maintained in accordance with section 6.2.5 Records Requirements.

*Note: Supplier rejection of Supplier DPRV participation shall subject supplier to source inspection at their cost in accordance with SQAM001.*

Prior to final approval, TG-Site shall conduct Supplier’s DPRV Process Assessment for Method 1 and Method 2 Suppliers. *Note: As determined by each site, external providers can be contracted to perform the assessment on their behalf.*

* + - 1. Acceptance Authority Media (Stamp/Asset Id):
         1. Method I, Delegates will be issued a delegate ID (Asset ID) by TG-Sites within the QPulse Asset Module.
         2. TG-Sites may elect to issue delegate IDs for Method II Suppliers, where process is documented and flowed down. QPulse Asset Module will reflect the issuing site in the record ID.
         3. Electronic stamps/asset IDs: Suppliers electing to use electronic signature may do so provided their processes are documented and controlled. TG-Sites shall document approval of use and suppliers shall be required to identify the delegate approving the release of product.
         4. See Suspension/Termination for stamp return/collection requirements.
         5. Physical stamps may be issued to individual Method I Supplier Delegates by TG-Sites via form SCMP4.1 Form (b) or TG-Site equivalent documentation that provides evidence of stamp issuance. At a minimum, stamps shall have the Triumph Symbol, Purpose [Delegation], and the Delegate ID, see Figure 1 – Example, Delegate Stamp Illustration; size may be determined by issuing TG-Site.

|  |
| --- |
| Figure 1 – Example, Delegate Stamp Illustration |
|  |

* 1. **DPRV Program Management**
     1. **DPRV Supplier Requirements**
        1. Suppliers designated as Method One (I), shall be approved for the release of product via an authorized delegated representative.
        2. Both Method I and Method II Suppliers are responsible for:
           1. Suppliers shall maintain their QMS approval, as defined in the Supplier Quality Assurance Manual.
           2. Suppliers shall have a documented process, detailing applicable requirements of this procedure, including how process controls are established and how the process is monitored for effectiveness.
           3. Suppliers shall provide Triumph notification of changes affecting the DPRV Program.
           4. Suppliers shall obtain documented approval from Triumph if they intend to use a sub-tier supplier to verify and release final product.
           5. Supplier shall maintain a list of authorized delegates
           6. The Supplier shall be responsible for providing candidates that can meet the delegate requirements.
           7. Supplier shall maintain the classification/method
           8. Acceptance authority media either provided by the issuing TG-Site or the supplier, shall be appropriately maintained and controlled by the delegated organization and its approved delegate(s).
           9. Supplier shall monitor delegated personnel performance and have defined criteria to disqualify/suspend the personnel, including notification to Triumph.
           10. Supplier shall ensure the authorized delegates have prerequisites, sufficient to be able to perform their duties, including but not limited to:

Access to product related documentation

Access to necessary facilities and equipment to be able to perform delegate activities.

Sufficient time allotted to adequately perform the associated product verification activities.

The authority to suspend the release of products, until all open issues associated with the product being released are addressed.

Documented and demonstrable proficiency and training, including appropriate product knowledge.

DPRV personnel shall be subject to periodic requalification and training by supplier.

* + 1. **DPRV Supplier Representative Delegate (DQR) Requirements**
       1. Qualifications:

TG-Sites may contractually define additional requirements however, the following minimum Qualifications shall be met:

* + - * 1. Delegate Profile/Application (Competency and Knowledge):

The Supplier shall submit a completed delegate profile; TG-Site may use the DPRV Delegate Profile, SCMP 4.1 form (b) or TG-Site equivalent to identify candidates that meet the minimum credentials. The minimum application requirements for the DPRV Delegate are: Contact information, employment history, applicable certifications/training, and current job title.

* + - * 1. Organizational Reporting:

The Delegate shall report to the supplier’s quality organization.

* + - * 1. Length of Service:

The Delegate has a minimum of (6) months, in an appropriate role, at the supplier’s facility or equivalent product knowledge based upon TG-Site representative(s) assessment.

* + - * 1. Experience/Knowledge:

The Delegate is involved in either the actual issuance or have responsibility in the process which leads to the issuance of certificate of conformance of the same product type and complexity, for which delegation authority is sought, or show evidence of quality control methods and measurement techniques. The experience must demonstrate the ability to determine products submitted for certificate of conformance issuance meet contractual requirements. As required, knowledge of:

First Article, in-process, and final assembly inspections

Geometric Dimensioning and Tolerancing

DPD/MBD Inspection practices

Coordinate Measurement System Practices

Quality assurance provisions of special processes (e.g., heat treat, brazing, welding, etc.)

Manufacturing processes

Testing processes

*Note: Where any of the above listed are associated with the product/process design characteristics they are deemed to be required.*

* + - * 1. Vision Exam:

The Delegate shall provide objective evidence of successful completion (e.g. pass/fail results) of the vision requirements, as defined below:

The vision exam shall be performed by an accredited service provider.

The vision exam shall show successful completion of the following:

Visual acuity of 20/30 at 20 Foot Minimum – corrected or uncorrected for at least one eye

Acceptable Jaeger No. 1 near visual acuity, at a distance of- 12 inches corrected or uncorrected for at least one eye.

A record of color perception capable of distinguishing and differentiating colors used in the processes involved. *Note: Color perception failures will be submitted for consideration based on product requirements applicability*

* + - 1. Certification, Training and Skills Assessment:
         1. Certification:

TG-Sites required to meet AS13100 shall determine if Supplier delegates will be certified in accordance with AS13001, for both methods. Other TG-Sites may elect to implement AS13001 Certification requirements and/or Competency Assessments.

* + - * 1. Competency Assessment:

Assessments may be performed at the discretion of the delegating TG-Site; these may be performed on-site or virtually. Assessment may demonstrate the delegate(s) knowledge to interpret/understand unique site/customer requirements and/or specification review as determined as necessary for the release of product. TG-Sites shall define the requirements in accordance with site level QMS requirements.

* + - * 1. Training:

Suppliers shall confirm DQR training and skills assessment on Form SCMP 4.1 (b) or TG-Site equivalent that shows delegate has received training to the minimum requirements below. Records shall be uploaded to the QPulse Asset record by the approving TG-Site. The Delegate shall be trained to the following minimum requirements:

TG-Supplier Quality Assurance Manual SQAM001

AS9117 or supplier documented process in accordance with AS9117

AS9102 Aerospace First Article Inspection Requirement

SCMP 4.1 and associated forms

TG-Site Applicable/specific requirements (as required per competency assessment needs)

* + - * 1. Stamp Control/Acceptance Media:

Acceptance authority media either provided by the issuing TG-Site or the supplier, shall be appropriately maintained and controlled by the approved delegate(s). Use of acceptance authority media on retained documented information (Quality / Build Records) indicates the following:

Part quantity corresponds with the accompanying documentation,

The operations performed on parts correspond with the accompanying documentation,

Parts comply with documentation requirements at that point in the sequence,

The delegate has been qualified to perform the given operation,

Equipment used is in calibration,

The delegate independently performed the verification of requirements.

* + - * 1. Review of Product:

The DPRV shall be performed on each release of product after final inspection as an independent process by someone other than the final inspector unless waived by Triumph in writing.

Sampling plans for product verification may only be used with approval from the delegating Triumph site. Key/Critical Items as defined per AS9100 shall not receive sampling; 100% inspection required. Where characteristics are not available (i.e. hidden features) for verification, Delegates shall use the manufacturing or in-process inspection data.

* + - * 1. Recording of Product acceptance:

Product release shall be recorded and documented on SCMP 4.1 Form (c) DSQ Product Inspection Record or TG-Site equivalent documenting the minimum requirements below. The completed form may be shipped with the product or retained by the supplier, based on TG-Site requirements. Minimum requirements for product release:

Release Traceability to the supplier and TG-Site, part/product, purchase/sales order and lot/serial number

Contract/Purchase Order Review

Supplier Documentation Review

Physical/Visual Product Verification including results of characteristic verification of 5 non-key/critical characteristics. Note: Sampling of key/critical characteristics is not permitted.

Shipping/Release Document Review

Approver: Name/Identification and Stamp, as required

* + - * 1. Nonconformances:

Product and/or documentation that has not been reported by the supplier in accordance with the suppliers nonconformance and corrective action procedures, Triumph’s contractual requirements and or Triumph’s customers’ requirements, as applicable shall be treated as an escape to the TG site and reported to the TG Site Supplier Quality Engineering group.

* + 1. **DPRV Changes, Suspension/Termination, Reinstatement**
       1. Supplier QMS Changes & Work Transfer (All DPRV Methods):

In accordance with the Triumph SQAM-001, supplier changes shall be communicated. Additionally, the following conditions apply to DPRV Suppliers:

* + - * 1. DPRV privileges may be transferable to sub-tier suppliers, if approved by TG-Site. TG-Site shall determine/develop appropriate sub-tier controls and flow down via purchase order.
        2. DPRV privileges may be transferable to other manufacturing locations, as long as the following conditions apply:

The supplier submits their work transfer plan for review and approval via E-SIR/SIR.

The facility operates to the same policy and procedures and is covered under the existing supplier QMS certification.

The supplier provides the TG-Site(s) notification of changes affecting their DPRV process.

The supplier appoints DPRV personnel in accordance with this procedure and/or TG-Site requirements.

The same manufacturing process is being utilized (i.e., same machines, tooling fixtures, media of inspection tools, etc.).

Full or Delta FAI’s are performed to ensure product integrity and compliance, as required by TG-Site.

* + - 1. Supplier DPRV Program or Supplier Delegate Suspension/Termination

Suspension/Termination from the DPRV program shall be done by individual sites. At a minimum, the following performance measures shall be considered when evaluating supplier’s suspension or termination of delegation:

* + - * 1. Loss of Quality Management System approval.
        2. Industry alerts concerning the supplier (i.e., GIDEP, NADCAP, OASIS).
        3. Negative quality performance trends.
        4. Negative delivery performance trends.
        5. Notification of Escapes (NoE).
        6. Failure to implement effective corrective action.
        7. Supplier/Delegate failure of periodic product audit or monitoring.
        8. Individual Delegate poor performance and/or concerns of product release/acceptance.

Upon determination of Supplier delegation or DQR suspension/termination, the following containment measures shall be performed:

* + - * 1. The Supplier shall be notified in writing (emails are acceptable) by the TG-Site suspending authority.
        2. The TG-Site procurement (buyer) will also be notified and any other applicable stakeholder (e.g. receiving inspection, Quality Engineering).
        3. TG-Site Procurement shall amend applicable purchase order(s).
        4. The applicable TG-Site representative shall update the supplier status on the TG Supplier Portal (i.e., approved supplier list) and the record of suspension/termination uploaded.
        5. Suspension/Termination Method I Delegation:

The applicable TG-Site shall update the DPRV Stamp status on the QPulse Asset Module, for all affected delegates.

Multi-Site Stamps: TG Sites using the same DPRV Supplier shall update the stamp status for their specific site.

Final termination from DPRV program: stamps may be returned via certified mail to applicable TG-Site (i.e., last TG-Site approving stamp use) or provide documented evidence of destruction.

* + - 1. Reinstatement (DPRV Suppliers or DPRV Delegates)
         1. DPRV Suppliers, Reinstatement:

Suppliers are to be notified when delegation is reinstated. The documented notification shall be recorded in the supplier’s profile and as applicable, the QPulse Asset Module. DPRV Suppliers that have been suspended or have lost delegation shall meet the minimum requirements prior to reinstatement:

Supplier must show objective evidence that requested corrective actions have been implemented and are effective.

Supplier shall demonstrate 90-days of acceptable quality performance in accordance with the TG-SQAM-001;

TG-Sites shall verify effective root cause corrective action implementation that addressed the reason for termination of delegation.

* + - * 1. Method I DQR/DPRV Delegates, Reinstatement:

Prior to reinstatement, DPRV Delegates that have been suspended or have lost delegation may be requalified to all or some of the DPRV approval activities as determined by the TG-Site. The suspended/terminated asset id (i.e., stamp number) status shall be updated in the QPulse Asset Module when used for the same delegate at the same supplier.

* + 1. **Maintenance:**

Periodic review of the DPRV Program performance shall be in accordance with Table 2: DPRV Program Maintenance/Assessment Frequency Table the suppliers and delegates performance shall be assessed for continued approval.

|  |  |
| --- | --- |
| **Requalification Activity** | **Frequency** |
| DPRV personnel Training | Every 3 Yrs. |
| Supplier DPRV program assessment | Every 3 Yrs. |
| Supplier Quality Performance Assessment | Quarterly |
| DQR Product Release Assessment | See Section 5.d. |
| Eye Exam | Annual |
| Delegate Stamp Audit | Annual |

* + - 1. DPRV Personnel Training:

Every (3) years from DQR approval, DQRs shall have refresher training in accordance with Section b)1.

* + - 1. Supplier Quality Performance:

TGI Sites shall conduct quarterly reviews (Monthly reviews meets this requirement without a redundant activity) to verify supplier’s quality performance levels and Quality System qualifications are meeting the established thresholds.

In the event a quality concern/observation/violation has been detected, appropriate action is taken to address to mitigate the impact. Where determined to be necessary by the site this may be carried out in accordance with SCMP 2.1 Supplier Corrective Action or SCMP 2.2 Supplier Performance Improvement Program. When the risk/impact to the DPRV program is determined, consideration of initiating suspension/termination review shall be initiated.

* + - 1. Supplier’s DPRV Process Assessment:

Every (3) years from program approval, suppliers shall perform self-assessment utilizing Form SCMP 4.1 Form (e) DPRV AS9117 Supplier Qualification and Continued Evaluation Assessment or TG-Site equivalent meeting the minimum requirements and submit to Triumph site via E-SIR. Triumph Group Sites shall review the submitted assessment to determine supplier’s DPRV process ongoing compliance. This shall be conducted via onsite and/or remote review. Results of the DPRV review shall be uploaded to the QPulse Asset Module. The minimum program assessment requirements are:

* + - * 1. QMS approval, Establish DPRV Procedure, sub-tier delegation authority, as required sampling, records of DPRV inspections, rejections/nonconformities, qualification and requalification requirements, change notification process, list of authorized DPRV personnel, DPRV personnel training records, DPRV performance review and criteria for disqualification or suspension, DPRV personnel vision assessment.
        2. DPRV personnel has access to required documentation (manufacturing, customer, engineering, quality, etc.), access to facilities/equipment/time for verification activities, authority to suspend release of product, authority to issue NOEs.

* + - 1. Supplier Delegate (DQR)/Product Release Assessments:

Periodic Inspection/Validation of Product shall be performed on products released by a DQR to ensure the DQR is reporting inspection results accurately. Other product inspections may be performed by a TG Site for product quality verifications, however DQRs may only be held responsible for characteristics/documents they have reported on within their inspection reports. Periodic inspection or validation of product may be met by the DQR product audit. The DQR assessment shall meet the following requirements:

* + - * 1. Assessment Frequency:
        2. Method 1: At a minimum, TG-sites shall perform; one product audit annually for all M1 delegates, using a part previously inspected by the DPRV personnel unless, deliveries do not allow for annual product audit (i.e. low volume, low spend suppliers or where products are delivered inconsistently). Where delivery does not allow for annual product audit, these audits may span greater than the 1-year time limit but may not exceed a three-year time span.
        3. Method 2: At a minimum, TG-Sites shall perform; one product audit within a 3-year timeframe on one M2 delegate, using a part previously inspected by the DPRV personnel.
        4. Product Audit: The product audit will validate DPRV delegate’s product verification by selecting a lot released by the delegate and validation of results shall be documented using SCMP 4.1 Form (d) DPRV Periodic Product Audit or TG-Site equivalent.
        5. Assessment Results: The results of the TG-Site product validation/delegate assessment will be evaluated for continued delegate approval and documented in accordance with TG-Site requirements. TG-Sites may accept the results of other sites product audits to fulfill the requirements if the supplier’s scope of approval is similar or meets the intent of the applicable TG-Site requirements.
        6. Product Validation/delegate assessment results shall be uploaded to the QPulse Asset Module.
      1. Eye Exam

Triumph Group Sites shall also obtain annual eye examinations results (Pass/Fail) for each supplier’s employee/s that have been issued delegation stamps by TGI site or supplier. A certifying statement from the supplier is acceptable (actual records can be reviewed during process audit).

* + - 1. Delegate Stamp Audit

For Triumph issued stamps – TG-Sites shall perform an annual stamp audit utilizing Form SCMP 4.1 (b) Designated Supplier Quality Rep Application or TG-Site equivalent, to verify the existence and condition of issued and bonded stamps. Worn, illegible, or damaged stamps will be returned to the delegating Triumph Group site for replacement.

*Note: All above records shall be posted to the Asset Module in QPulse by the site*

* + 1. **Records Requirements**
       1. TGI SCMP 4.1 Forms:

TG-Sites shall be responsible for the development of forms appropriate to manage the deployment of the DPRV program. The forms defined in this procedure shall serve as a template for TG-Sites and may be used ‘as is’ or modified to meet unique site requirements. At a minimum, the defined ‘shall’ requirements in this procedure shall be incorporated into the TG-Site forms.

* + - 1. Triumph Records Retention:

TG-Sites will utilize the (TGI) Enterprise Supplier Portal and the QPulse Asset Module to maintain all DPRV documentation; record location is identified. The following records, at a minimum, shall be retained:

* + - * 1. List of delegated suppliers (Supplier Portal).
        2. Scope of delegation approval (Supplier Portal): Delegation scope (I.e. Method I or II) shall be documented in the supplier’s ‘scope of approval’ field.
        3. Delegation limitations, if applicable (QPulse).
        4. Delegation acknowledgements from suppliers (QPulse).
        5. List of authorized DPRV personnel, Method One (QPulse).
        6. Records from periodic DPRV product/DQR reviews (QPulse)
        7. Records from periodic DPRV Supplier process review (Supplier Portal)
        8. Revision records of changes to the items identified in this listing (Supplier Portal or QPulse).
      1. Supplier Records Retention

Suppliers will utilize their applicable QMS documentation system to maintain all DPRV documentation. The following records, at a minimum, shall be retained:

* + - * 1. List of approved DPRV personnel
        2. Vision assessment record for DPRV personnel
        3. Initial and recurrent qualification records for DPRV personnel
        4. Approval for sub-tier delegation from the delegating TG-Site as applicable when approved by Triumph, see section 6.2.3 **DPRV Changes, Suspension/Termination, Reinstatement**
        5. Records that DPRV activity has been performed on:
        6. SCMP 4.1 Form (c) Designated Supplier Quality Requirements Product Inspection Record or TG-Site equivalent
        7. Records of product and/or documentation nonconformances identified during the DPRV process.

1. REVISION HISTORY

| Revision Level | Description of Change | Effective Date |
| --- | --- | --- |
| Original | New Document | 09/10/07 |
| A | Remove 6.3.3.1 statement that Full First Articles and Delta First Articles are not eligible for Method One Delegations. Full First Articles and Delta First Articles are now eligible for Method One Delegation.  Change 6.3.13.1 statement to require that Form SCMP 4.1 (f) – Method One - Inspection Delegation Compliance Forms be used when parts are accompanied with a First Article or delta First Article parts.  Change Figure 1 – Delegation stamp to read “DELEGATED SUPPLIER” instead of “SUPPLIER DELEGATE”, also change dimension from .49” to .55” approx. | 03/25/08 |
| B | Supersedes SCMP 4.1 Delegated Supplier Program. Document wide changes too widespread to indicate via change bars. | 04/01/14 |
| C | Added para. 4.2, TSCMT 4.1; Revised para 6.2 to add reference to Supplier Portal process; Deleted para. 7.2.1.2, Form 4.1 (g) cancelled; Added para 7.2.3.6, had been omitted in error; Added para 7.5 in total, had been omitted in error; Added para. 7.6.5.1.1, omitted in error; added para 7.6.6, omitted in error; added para. 7.7.1.7, omitted in error. | 04/13/15 |
| D | Add change in location requirements for delegated suppliers. Add Method Three - DPRV requirements per AS9117 and update organizational nomenclature throughout. | 04/17/17 |
| E | Revised to remove reference to Business Unit and replace with Triumph Group Company (s) and minor changes. | 05/12/17 |
| F | Standardized format  Add AS9100 sections for this process  Add some of the SCMP 2.2 Supplier Performance Improvement Program Requirements  Add Form SCMP 4.1(j) AS9117 Compliance Checklist  Remove duplicated forms under required forms  Remove Form SCMP 8.1(d) AS9117 Compliance Checklist | 09/21/18 |
| G | Full-Rewrite redesignation as Delegated Product Release Verification Program. | 05/18/21 |
| H | Revised for optimization based on stakeholder feedback | 10/14/21 |
| H.1 | Clarified language for understanding in 5.d audit frequency – no process/requirements changes. | 1/26/22 |

1. APPROVALS

Triumph Group Quality Management and Triumph Group Supply Chain Management.

Process Owner: Supplier Performance Organization

No changes may be made to this document without the approval of TGSCM leadership.  TGSCM leadership may delegate this authority as needed to accommodate absences and vacancies

/s/ Sabrina Richmond – Senior Director, Quality Management, Triumph Group, Inc 11/12/2021

APPENDIX A – RASCI DIAGRAM

|  |  |  |  |
| --- | --- | --- | --- |
| **R**esponsible | For carrying out the task | **A**ccountable | /Approver responsible for what has been done |
| **S**upport | Provides support during implementation of activity | **C**onsulted | Can provide advice for the task |
| **I**nformed | Who should be informed about task progress of decisions |  |  |

| SCMP 4.1 Requirements | Central Function | |  | SITE | |  | Supplier | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 6.1 **DPRV Delegation Selection and Method Classification** |  |  |  |  |  |  |  |  |
| 6.1.1Supplier Selection: |  | S |  | R | A |  | C | I |
| 6.1.2Supplier Delegation Method Classification |  | C |  | R | A |  | C | I |
| 6.1.3 Supplier Selection Notification and Response: |  |  |  | R | A |  | C | I |
| 6.2 **DPRV Program Management** |  |  |  |  |  |  |  |  |
| 6.2.1 DPRV Supplier Requirements |  |  |  | A | I |  | R | C |
| 6.2.2 DPRV Supplier Representative Delegate (DQR) Requirements |  |  |  | I | R |  | A | C |
| 6.2.3 DPRV Changes, Maintenance, Suspension/Termination and Reinstatement |  | I |  | A | R |  | C | I |
| 6.3 **Records Retention Requirements** |  |  |  |  |  |  |  |  |
| 6.3.1 Triumph Records Retention: |  | S |  | R | A |  | C |  |
| 6.3.2 Supplier Records Retention |  | S |  | A | I |  | R | A |