

Triumph Group Supply Chain Management Procedure

SCMP 7.1 – Supplier Quality Alerts

Revision Level: C

Effective Date: 02 November 2018

AS9100 Linkage: AS9100 Section 8.4

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1. Process Owner

1.1 Triumph Group Supplier Quality Assurance

2. Applies To

2.1 Triumph Group Supply Chain Management, Triumph Group Supplier Quality Management and Triumph Companies as noted in the Triumph Group Supplier Quality Assurance Manual.

3. Purpose

3.1 The purpose of this procedure is to define the method to communicate Quality and Supply Chain related issues to suppliers and between Triumph Companies. Issues can be generally informational or part/supplier specific notifications.

4. Reference Documents

4.1 SQAM001 – Triumph Supplier Quality Assurance Manual

5. Definitions and Acronyms

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|-----|--|--|
| 5.1 | Triumph Group Supplier Quality Alert | Written communication (Form SCMP 7.1 (a) & (b) provided to Triumph suppliers and / or Triumph Companies addressing areas of concern within the supply base. Supplier Quality Alerts are not to be used for configuration or requirements change, only communication or clarification of related supplier issues. |
| 5.2 | triumphsupplysource.com | Triumph Supplier Portal. Website that houses the Triumph Group approved supplier list, supplier performance and supplier requirements. Often referred to as "the system" or "the portal" |

6. Responsibilities

- 6.1 Triumph Group Supplier Quality Management shall:
- 6.1.1 Manage the Supplier Quality Alert process,
 - 6.1.2 Initiate Supplier Quality Alerts as required per the standard templates,
 - 6.1.3 Distribute Supplier Quality Alerts to the appropriate target audience, Triumph Companies or Suppliers,
 - 6.1.4 Maintain Supplier Quality Alert Log per this procedure,

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- 6.1.5 Where necessary, coordinate Supplier Quality Alerts with Triumph Group Supply Chain Management counterparts

7. Procedure

- 7.1 Supplier Quality Alerts shall be issued on the standard templates, Form SCMP 7.1 (a) – Illustrative Notice or Form SCMP 7.1 (b) – Written Notice for the Triumph Group Inc.
 - 7.1.1 When complete, Supplier Quality Alerts shall be loaded to the triumphsupplysource.com ► Supplier Alerts
 - 7.1.2 Supplier Quality Alerts shall be sequentially, serialized as noted: TGSQA-001, TGSQA-002, etc
- 7.2 Form SCMP 7.1 (a) Supplier Quality Alert – Illustrative Notice
 - 7.2.1 Form SCMP 7.1 (a) is typically used for hardware type alerts. When utilizing Form SCMP 7.1 (a), each of the information sections shall be completed
 - 7.2.1.1 When a section is not applicable, it shall be labeled as “N/A” or “Non-Applicable”, but not left blank
 - 7.2.2 Whenever possible, an “is condition” (Nonconforming) and “should be condition” (to specification or blueprint) should be provided
 - 7.2.3 The use of photographs and illustrations is encouraged to ensure clarity of message. Photographs and illustrations shall be bordered as illustrated on Form SCMP 7.1 (a) template and as follows:
 - 7.2.3.1 Nonconforming condition pictures – 6 pt, 3 lined red border
 - 7.2.3.2 “Should be Condition” pictures - 3 pt solid blue border
 - 7.2.3.3 Information text shall be black size 10 Tahoma, yellow fill and 1pt solid black border
 - 7.2.3.4 “Is Condition” shall be marked with red, Tahoma, size 20 text
 - 7.2.3.5 “Should be Conditions” shall be marked with blue, Tahoma size 20 blue text
- 7.3 Form SCMP 7.1 (b) Supplier Quality Alert – Written Notice
 - 7.3.1 Form SCMP 7.1 (b) is typically used for alerts not requiring illustrations but more textual information. When utilizing Form SCMP 7.1 (b), the following information shall be provided
 - 7.3.1.1 When a section is not applicable, it shall be labeled as “N/A” or “Non-Applicable”, but not left blank

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- 7.3.2 Whenever possible, an “is condition” (Nonconforming) and “should be condition” (to specification or blueprint) should be provided
- 7.4 Supplier Quality Alert Issuance
 - 7.4.1 Triumph Company requests for a Supplier Quality Alert shall be made to Triumph Group Supplier Quality Management.
 - 7.4.2 Supplier Quality Alerts shall be managed, issued and maintained by Triumph Group Supplier Quality Management
 - 7.4.3 Supplier Quality Alerts shall be posted to triumphsupplysource.com in a [pdf](#) format
 - 7.4.3.1 In the case where Supplier Quality Alerts are issued to suppliers, the Quality Alert shall be posted on triumphsupplysource.com ► Supplier Alerts ► Alerts Issued to Suppliers
 - 7.4.3.2 In the case where Supplier Quality Alerts are issued only to Triumph Companies, the Quality Alert shall be posted on triumphsupplysource.com ► Supplier Alerts ► Alerts Issued to Triumph
- 7.5 Triumph Group Company Quality Assurances shall:
 - 7.5.1 For Supplier Quality Alerts applicable to more than one Triumph Group Company
 - 7.5.1.1 Request a Supplier Quality Alert be initiated by Triumph Group Supplier Quality Management as required
 - 7.5.1.2 Submit all requests for Supplier Quality Alerts through Triumph Group Supplier Quality Management
 - 7.5.1.3 Where necessary, coordinate Supplier Quality Alerts with Triumph Company Procurement counterparts
 - 7.5.2 For Supplier Quality Alerts applicable to only one Triumph Group Company
 - 7.5.2.1 Request a Supplier Quality Alert to be initiated by Triumph Group Supplier Quality Management
 - 7.5.2.2 Submit the request with management approval to the Triumph Group Company Supplier Portal Administrator to publish the Supplier Quality Alert in the Triumph Group Company Supplier Portal
 - 7.5.2.3 Where necessary, coordinate Supplier Quality Alerts with Triumph Company Procurement counterparts

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8. Appendices and/or Flowcharts

8.1 None

9. Required Forms

9.1 Form SCMP 7.1 (a) – Illustrative Notice

9.2 Form SCMP 7.1 (b) – Written Notice

10. Required Records

10.1 Form SCMP 7.1 (a) – Illustrative Notice

10.2 Form SCMP 7.1 (b) – Written Notice

11. Training Materials

11.1 None

12. Revision History

Revision Level	Description of Change	Effective Date
Original	New Document	10 Sep 2007
A	Document wide changes too widespread to indicate via change bars	01 Apr 2014
B	Maintenance revision, updated AS9100 linkage and changed Business Unit to Company	19 Feb 2018
C	Move the Triumph Group Company Quality Assurances shall from the Responsibilities section to under the Procedure section. Add process for Supplier Quality Alerts applicable to only one Triumph Group Company under the Process section. Update the procedure owner.	02 Nov 2018

13. Approvals (Authorizing Signatures on File)

/s/ F.L. Ellison, Director, Enterprise Supplier Quality, Triumph Group Inc.

02 Nov 2018