



Triumph Group Supply Chain Management Procedure

SCMP 7.1 – Supplier Quality Alerts

Revision D

Effective Date: 20 January 2022

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1. PROCESS OWNER:

1.1 Triumph Group Quality Management (TGSCM) owns this procedure.

2. APPLIES TO:

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

3. GENERAL:

3.1 Purpose: This procedure defines the method to communicate Quality and Supply-Chain related issues to suppliers and, when necessary, between Triumph Companies. Issues can be generally informational or part/supplier specific notifications.

3.2 Scope: This procedure/process are a method of notification only and does not allow for the deviation of requirements to policies or procedures. Temporary authorizations are issued through QMS directives in accordance with QAP 4.1.

4. REFERENCE DOCUMENTS:

4.1 SQAM001 – Triumph Supplier Quality Assurance Manual

4.2 QAP 4.1 – Triumph Quality Assurance Procedures

5. DEFINITIONS

5.1 **TRIUMPH SUPPLIER QUALITY ALERT (TSQA):** A 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 for clarification of related supplier issues.

5.2 **TRIUMPH SUPPLIER PORTAL (triumphsupplysource.com):** The website that houses the Triumph Group approved supplier list, supplier performance and supplier requirements. Often referred to as “the system”, “the portal”, or “the supplier portal”.

5.3 **TRIUMPH GROUP SITES (TG-SITES):** The individual operations centers of the various Triumph Group corporation’s business operations who have authority to manage their businesses in accordance with Standard Group policy/procedures as well as their own independent management system processes, policies and procedures.

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6. RESPONSIBILITIES

6.1 TGQM:

6.1.1 Responsible for communicating to applicable TG-Site global Supplier Quality Alerts affecting multiple site operations and may affect suppliers across the supply chain for the organization in its entirety. Resulting Supplier Corrective Actions are managed by the applicable TG-Site. **No technical data is to be included in the E-SCAR unless the necessary Export Jurisdiction and Classification has been performed and all necessary licenses are in place.**

6.1.2 Responsible to maintain a Supplier Quality Alert Log listing all TSQA's as issued by the TGQM and the individual TG Sites.

6.2 TG Sites are responsible for ensuring proper TSQA's are published to the appropriate supplier and/or suppliers, as the TSQA concern dictates. Potential impact to Triumph Site will be assessed by the issuing TG-Site and notification to TGQM is required. Resulting Supplier Corrective Actions are managed by the applicable TG-Site. **No technical data is to be included in the E-SCAR [where applicable] unless the necessary Export Jurisdiction and Classification has been performed and all necessary licenses are in place.**

7. PROCEDURE

7.1 Supplier Quality Alerts shall be issued on the standard template, Form SCMP 7.1 (a) –ensuring a full description of the issue at hand excluding any technical data. The information provided shall ensure the stated requirement(s) are clearly stipulated and the stated condition is clearly identified. Supplemental documentation may be added as the alert condition dictates using a TGI approved FTP site.

7.1.1 Upon completion of the form, identify who needs to be notified ensuring that TGQM is included in the notification.

7.1.2 If the author of the TSQA has write privileges to the Supplier Portal, ensure to upload the TSQA to the Supplier Alerts page ensuring the Alert is available to all interested parties. If the author does not have write privileges to the Supplier Portal, forward the TSQA to the Supplier Portal Web Administrator to have them load the TSQA to the Supplier Alerts Portal page.

7.1.3 For Triumph Group Supplier related applicable TSQA's, the poster of the TSQA to the Supplier Portal shall ensure notification to all Triumph Group sites quality management to ensure they are aware the Alert has been posted. Each group site, upon receipt of notification, shall notify all interested parties within their group.

7.1.4 For TG Sites issuing a Supplier TSQA, the site creating the alert shall ensure their applicable suppliers are notified

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of the Alert and provide a pointer to the document within their notification to the applicable suppliers. In addition, notification to each TG Site quality management and TGSCM shall be made as well. Each TG Site shall ensure notification is made to all interested parties within their group.

- 7.1.5 The file naming convention for ALL TSQA's shall be sequentially serialized as noted: TGSQA-2021_001, TGSQA-2021_002, etc by prefixing with TSQA to identify the form is a Supplier Quality Alert followed by the YEAR the alert was created, followed by the sequential number in the order of creation.
- 7.1.6 TSQA's are effective for 90 days to allow time for effective measures to be put into place to control the condition(s) identified. Not all TSQA's require a formal Corrective Action documentation, however they do require documentation of methods put into place to control the condition. Suppliers directly affected by a TSQA shall provide documented evidence of their control plan to ensure the identified condition is and/or has been addressed.
- 7.1.7 To help provide a true depiction of a condition warranting a TSQA, the use of photographs and illustrations is recommended to ensure clarity of message.

8. 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
D	Completely revised	21 Sep 2021

9. APPROVALS (Authorizing Signatures on File)

Director, Supplier Performance, Triumph Group, Inc.

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