Triumph Group Supply Chain Management Procedure

SCMP 1.1 – Triumph Group Supply Chain Management Document Control

Revision Level: E
Released Date: 12/14/2021
Effective Date: 1/14/2022
AS9100 Linkage: Section 7.5

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1. Process Owner

1.1. Triumph Group Quality Management and Triumph Group Supply Chain Management. 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

2. Applies To

2.1. Triumph Group Supply Chain Management, and Triumph Companies.

3. Purpose

3.1. This procedure defines the implementation of the document control system specifically for Triumph Group Supply Chain Management procedures, training materials and the Triumph Group Supplier Quality Manual. This procedure defines the method for preparing, reviewing, approving, maintaining, tracking, and changing Triumph Group Supply Chain Management procedures, training materials and the Triumph Group Supplier Quality Assurance Manual.

4. Reference Documents

4.1. QAP 4.1 Quality Assurance Policy Document Control

5. Definitions and Acronyms

5.1. Administrative Change - Any clerical change to a document which does not impact its basic intent (i.e. grammatical, formatting, typos, etc.)

5.2. Change Request - Request used to create or change a document.

5.3. Documents - Triumph created procedures, forms, the Triumph Group Supplier Quality Assurance Manual and training materials

5.4. Effective Date - Date the document becomes effective

5.5. Q-Pulse – Integrated Quality Management System software

5.6. 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. SCM Document Coordinator shall:

6.1.1. Be associated with Triumph Group Supply Chain Management or a designee. After logging on, the contact information for the SCM Document Coordinator will be listed on the triumphsupplysource.com Resource Documents SCMP Document Coordination

6.1.2. Manage electronic master documents with Q-Pulse.

6.1.3. Manage electronic documents for triumphsupplysource.com Resource Documents,

6.1.4. Process, control, and coordinate new, revised, and historical Triumph Group Supply Chain Management documents,

6.1.5. Provide document change control communications,

6.2. Document Originators shall:

6.2.1. Coordinate the development, review, and approval of documents with the SCM Document Coordinator. Document Originators shall coordinate document changes with customers and/or regulatory authorities in accordance with contract and regulatory requirements.

6.3. Document Approvers shall:

6.3.1. Review documents for adequacy and applicability prior to approval

6.4. Document Users shall:

6.4.1. Check triumphsupplysource.com Resource Documents and Q-Pulse for the current, approved version of the document to verify that the document being utilized is the current version

6.4.2. Make improvement suggestions and where applicable, provide revision requests for documents

6.5. Triumph Group and Company Process Owner(s) or designee(s) shall:

6.5.1. Ensure the effective use of the triumphsupplysource.com Resource Documents library and Q-Pulse within their organizations

7. Procedure

7.1. Group Supply Chain Management documents shall be categorized in the following manner:

- Section 1.0 - Supply Chain Management Procedure Document and Record Controls
- Section 2.0 – Supplier Corrective Action and Supplier Improvement
- Section 3.0 - Supplier Evaluation Processes
- Section 4.0 – Supplier Delegation Processes
- Section 5.0 – Approved Supplier List Management

- Section 6.0 – Supplier Portal Administration
- Section 7.0 – Supplier Communications and Contract/Purchase Order Flow Down Requirements
- Section 8.0 – Supplier Product Validation
- Section 9.0 - Supplier Development

7.2. Document Types

7.2.1. Triumph Supply Chain Management Procedures

7.2.1.1. Each corporate procedure shall be placed in the most appropriate category as noted in paragraph 7.1 and be prefaced with SCMP (Supply Chain Management Procedure), provided an appropriate category number as noted in paragraph 7.1, a sub number (in numerical series) and title for identification. Example: “SCMP 1.1 – Triumph Group Supply Chain Management Document Control”. This shall be in the appropriate section of the Master Procedure Template

7.2.1.2. If a site develops a complimentary procedure, each procedure shall be placed in the most appropriate category as noted in paragraph 7.1 and be prefaced with SCMP (Supply Chain Management Procedure), provided an appropriate category number as noted in paragraph 7.1, a sub number (in numerical series), a 3-letter site designation, and title for identification. Example: “SCMP 4.1 STU Delegated Product Release Verification Program”. Site level SCMP procedures are controlled with the sites own document control process.

7.2.2. Supply Chain Management Procedure Forms

7.2.2.1. Each form shall be linked to the SCMP procedure number and prefaced with the word “Form”, provided a sub letter, page number and revision level. Example: “Form SCMP 2.2 (a) Page 1 of 2 – Revision Original”. This shall be place in the lower left-hand footer of the form

7.2.3. Triumph Supply Chain Management Training Materials

7.2.3.1. Each Training course shall be placed in the most appropriate category as noted in 7.1 and be prefaced with TSCMT (Triumph Supply Chain Management Training), provided a category number, a sub number and title for identification. Example: “TSCM Training 4.1 – Supplier Corrective Action Training. This shall be in the appropriate section of the Master Training Template

7.2.4. Triumph Group Supplier Quality Assurance Manual

7.2.4.1. The Triumph Group Supplier Quality Assurance Manual shall be considered its own document category and be subject to the same document change and revision control process for Supply Chain Management procedures. The document shall be designated as SQAM001 and be controlled via a revision level (A, B, C, etc.) and effective date

7.3. New Document Development Process

7.3.1. The SCM Document Coordinator may be contacted to discuss the need for a new document. The Document Coordinator may also be a Document Originator

7.3.2. Request for new documents shall be presented using the Q-Pulse Document Module for the New/Change Request and completing the electronic New/Change Request form

7.3.3. The SCM Document Coordinator will determine if the new document is required

7.3.4. If a need for the new document has been confirmed, the SCM Document Coordinator will issue to the Document Originator:

7.3.4.1. An appropriate document control number and,

7.3.4.2. The current document template,

7.3.5. Triumph Group Supply Chain Management documentation shall be prepared and formatted consistent with a standard template that is maintained by the Triumph Group SCM Document Coordinator

7.3.6. Upon completion of the new document, the SCM Document Coordinator shall route the documents to the appropriate Quality, Procurement and Supply Chain groups for review and feedback using the Q-Pulse Document Module. This review shall also include the document requestor

7.3.6.1. Training materials are exempt from 7.3.6, singular Supply Chain or Quality Managers, Directors, etc. are adequate for review or approval

7.3.7. When the review and feedback process is complete, the Document Originator shall submit the document to the Document Coordinator for routing to the appropriate individuals for review and approval

7.4. Document Change / Cancellation Process

7.4.1. Documents detailed in this procedure shall be subject to a change/cancellation process that provides a history of document change. To the extent possible, the change/cancellation record will

contain a summary of the information describing the nature of the change. Requests for changes or cancellations shall be made to the SCM Document Coordinator

7.4.1.1. Administrative document changes are not subject to review, re-approval, or revision

7.4.2. Request for document changes shall be initiated using the Q-Pulse Document Module Change Request function and completing the electronic Change Request Q-Pulse form\

7.4.3. Document changes or cancellations shall be requested to the SCM Document Coordinator, the document change or cancellation requests shall be initiated using Q-Pulse.

7.4.4. The SCM Document Coordinator shall review the request for applicability and contact the change requestor for any clarifications, acceptance of the change request, or rejection of the change request.

7.4.5. For revisions or cancellations, the document change request should include any supporting documentation, or background information needed to base the review and approval

7.4.6. If accepted the SCM Document Coordinator shall follow 7.3.6 and 7.3.7 after change completion.

7.4.6.1. Training materials are exempt from 7.3.6, singular Supply Chain or Quality Managers, Directors, etc. are adequate for approval

7.4.7. Revision control shall be exercised on all controlled documents (e.g., date and revision letter (A, B, C, etc.), new documents shall be designated with the revision level of “Original or New”

7.4.8. Documents that have undergone considerable revision do not required revision bars but should note In Section 12, a summary of the revision shall be noted. Other type document formats, such as PowerPoint, etc, revision bars may not be appropriate, and revisions noted in a summary comment.

7.4.8.1. Revision bars are not required on forms.

7.4.8.2. Per OAP 4.1, revised documents are to be replaced in their entirety, with the next revision letter/number and not the individual pages that are changed.

7.4.9. Document approval shall be completed electronically via the Q-Pulse Document Module.

7.4.10. Document Approvers shall review the proposed document and perform one of the following actions:

7.4.10.1. If the changes are acceptable, approve the document

7.4.10.2. If the changes are not acceptable, reject the document provide the reason for rejection. The Document Coordinator shall contact the Document Originator for feedback, correction, and re-submittal

7.4.11. Revision and approval control for forms shall be recorded electronically utilizing the Q-Pulse Document Module.

7.5. Approval Authority

7.5.1. Final approval of documents (including new or revised documents) is obtained from Triumph Group Supply Chain Management

7.5.1.1. Triumph Group Supplier Quality shall approve documents related to Supplier Quality Assurance and SCMP documents that support the SCMP and training processes, e.g., document control, records management, etc.

7.5.1.2. Triumph Group Supply Chain Management shall approve documents related to Supply Chain Management

7.5.1.3. Training materials require only a single Triumph Group Supply Chain or Supplier Quality Leaders approval

7.5.2. Document Approvers shall review and approve or disapprove a document and resubmit to the Document Coordinator with corrections or changes

7.5.2.1. An e-mail for an approver is an acceptable alternative to hard copy signature. Copies of such e-mails will be maintained with the master document approval.

7.6. Document Release Process

7.6.1. Approved document masters shall be secured within Q-Pulse.

7.6.2. Electronic document masters shall be maintained in their native application. The file shall also include all externally created files such as embedded flowcharts and passwords

7.6.3. Upon approval, the SCM Document Coordinator shall release the revised document per the revision control process.

7.6.4. Supply Chain Management along with Company Quality and Procurement leadership shall be notified of all document releases via Q-Pulse.

7.7. Periodic Document Review

7.7.1. The SCM Document Coordinator shall organize a review of documents controlled by this procedure approximately every 3 years to assure adequacy and currency, unless modified due to a corrective action or process improvement. Record of reviews shall be maintained within Q-Pulse.

7.8. Master List and Controlled Documents

7.8.1. The public Master List of documents shall be represented by the Q-Pulse library.

7.8.2. All document users shall validate their hard copy documents vs. the Master List located within Q-Pulse to verify that the version in use is the correct version

7.9. Retaining Obsolete Documents or Data

7.9.1. Obsolete master documents shall be suitably identified. Electronic copies shall also be removed from the triumphsupplysource.com document library

7.9.2. Obsolete master documents shall be suitably identified.

8. Appendices and/or Flowcharts

8.1. None

9. Required Forms

9.1. None

10. Required Records

10.1. Periodic document review via Q-Pulse

10.2. Superseded / obsolete Triumph Supply Chain Management Procedures, Forms, Flowcharts and Training Materials

10.3. Document Change Requests and any supporting documentation, or background information needed to base the review and approval

11. Training Document

11.1. None

12. Process Metrics

12.1. Process metrics ensuring the SCMP Document Control process is proving effective is no corrective actions generated against requirements defined within this process.

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13. 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	18 Apr 2014
B	Revise document to utilize the MyTriumph Intranet site to electronically manage documents	08 Jan 2015
C	General admin revision to change BU to Company, revised para. 7.8.1	05 Feb 2018
D	Update AS9100 linkage. Remove reference of SCMP 1.2 as the document has not being listed in the TGI website for more than a year and revision records are kept electronically in SharePoint. Add Section 9.0 - Supplier Development under Procedure section 7.1. Update Procedure Owner	02 Nov 2018
E	1.1 Redefined the Process owners, 3.1 and 4.1 Created linkage to QAP4.1, 7.2.1.2 Added reference to local procedure development, Modified responsibilities to link to Supply Chain, 7.4.2 Revised Change request location from the Supplier portal to Q-Pulse, 7.6 Approved document master's location changed from the Supplier portal to Q-Pulse	14 Jan 2022

14. Approvals (Authorizing Signatures on File)