1. Process Owner
   1.1. Triumph Quality Management System

2. Applies To
   2.1. Applies To Triumph Supply Chain Management, Triumph Quality Management, and Triumph Companies.

3. Purpose
   3.1. To complement the process for selection, performance, and management of Supplier Audits as defined in QAP 8.3.

4. Reference Documents

QAP 8.3	Audit Program Requirements
SCMP 2.1	Supplier Corrective Action
SCMP 3.3	Supplier Capability Risk Assessment
Form SCMP 3.3(a)	Supplier Capability Assessment Notification
SCMP 4.1	Delegated Product Release Verification Program
SCMP 5.1	Triumph Approved Supplier List Management
SCMP 5.2	Supplier Performance Measurement
SQAM001	Triumph Supplier Quality Assurance Manual
Form SCMP 8.1 (a)	Supplier Audit Notification
QAP 8.3 Appendix B	Production Process Audit Checklist
QAP 8.3 Appendix C	Product Audit Checklist

5. Definitions and Acronyms

ASL	Approved Supplier List (maintained on triumphsupplysource.com)
E-SCAR	Triumph Electronic Supplier Corrective Action Request (System)
Product Audit (SPA)	A type of audit that examines a particular product or service, such as hardware, processed material or software to evaluate whether it conforms to requirements.
Production Process Audit (PPA)	A type of audit that evaluates the method(s) to manufacture parts/materials and to ensure the processes used are consistent with requirements and defined work instructions.
Special Process Audit	A type of audit that evaluates the method of processing parts that cannot be verified by subsequent monitoring or measuring to ensure the method is consistent with requirements and defined work instructions.
Quality Management System Audit	A type of audit that evaluates an existing process management to determine its conformance to company policies, contract commitments, industry and regulatory requirements.

Supplier Profile	Summary report of both Triumph and Triumph Company, information concerning a Supplier. Supplier Profiles are maintained on triumphsupplysource.com
SQAM001	Triumph Supplier Quality Assurance Manual
Supplier Assessment	A formal documented activity performed at a Supplier's facility by Triumph personnel to assess compliance with targeted systems and measures of performance prior to addition to the Triumph Approved Supplier List. Assessments do not typically result in formal findings.
triumphsupplysource.com	Triumph Supplier Portal. Website that houses the Triumph ASL, often referred to as or "the portal"

6. Roles and Responsibilities

6.1. Triumph Company Quality shall:

6.1.1. Be responsible for managing the Audit process as defined in this procedure.
6.1.2. Ensure personnel are appropriately qualified to perform the selected audits.

6.2. Triumph Company Purchasing /Supply Chain Management shall:

6.2.1. Be the primary communicator between Triumph and the supplier.
6.2.2. Be responsible to support the audit process.

7. Procedure

7.1. Supplier Assessment – General

7.1.1. Assessments are similar to audits but are generally used to evaluate current supplier QMS maturity or identify compliance and conformance gaps in preparation for onboarding a supplier to the ASL. Assessments can be performed using SCMP 3.3(a) or other site/process/product specific checklists.

7.2. Supplier Audit – General

7.2.1. Audits should be performed at supplier facility(s) when on-boarding, high level risk factors are identified, product quality becomes unacceptable, supplier's QMS or special process scope does not meet SQAM001 requirements, or other factors have determined the need to audit quality management systems, special processes, product or production processes.
7.2.2. Quality Management System Audits shall only be performed to the supplier's QMS certification level.
7.2.3. Product Audits are not to be used for supplier Quality Management System qualification.
7.2.4. Product Audits may be used to assess for the Delegated Product Release Verification Program, SCMP 4.1.

7.3. Supplier Audit - Selection

7.3.1. Triumph Sites shall determine supplier auditing needs annually to ensure risk is evaluated and determined activities are performed. Supplier Risk Assessments will be performed in

accordance with QAP 8.3 requirements and may be documented on QAP 8.3 Appendix A template.

7.3.2. At a minimum, supplier risk evaluation shall include the risk level score as defined by the Triumph Supplier Quality Manual and should include SCMP 5.2, Supplier Performance Evaluation. It is recommended Triumph Site Quality consider a supplier's annual audit report. Additionally, the following should be considered as part of the supplier risk evaluation:

- Previous audit performance (e.g., internal audit, 3rd party audits, Nadcap);
- Customer feedback;
- Triumph Management Review recommendations.
- Current Quality and Delivery Performance (e.g., escapes, concessions, scrap rates, yield);
- Significant Changes (e.g., work transfer, process, tech data, staff, organization)

7.3.3. Where auditing is selected as a supplier surveillance method:

7.3.3.1. The audit should match the risk and take into consideration the type of audits previously performed at the supplier.

7.3.3.2. Audits should include one or more audit types:

Audit Type	Audit Type Consideration
Quality Management System	Where the risk assessment has highlighted: Issues with compliances found from previous audits, Missing 3rd party certification, risk is associated with key system processes (e.g., engineering changes, source changes, volume ramp up)
Production Process	Where the risk assessment has highlighted potential issues with: Part conformity, Delivery delays, Fixed Process compliance, Process instability
Product	Where the risk assessment has highlighted potential issues with: Part conformity, Correlation issues between supplier and customer product evaluation
Special Process	Where the risk assessment has highlighted potential issues with: Part conformity, Potential consequences of process nonconformity are high, Lack of control of special processes

7.4. Supplier Audit - Initiation

7.4.1. Triumph Company Procurement or Quality shall:

7.4.1.1. Notify the supplier and associated Triumph Procurement representative of intention to perform an audit or assessment. Notification to the supplier's Purchasing and Quality contacts may be performed utilizing Form SCMP 8.1 (a) Supplier Audit Notification or other site communication methods.

7.4.1.2. Verify the Triumph Supplier Identification shown on the Suppliers Profile on triumphsupplysource.com accurately correlates to the supplier's location in the submitted audit request.

7.5. Supplier Audit – Preparation and Team Selection

7.5.1. In preparation of the applicable audit performance:

7.5.1.1. Review any previous Triumph performed audit results stored within triumphsupplysource.com or within the site's Quality Management System. If any previous non-conformity(s) were identified, the verification results shall be reviewed to determine additional risk areas.

7.5.1.2. Determine applicable technical criteria, including the specific parts and processes under review; and past and/or present supplier performance. Subject matter experts should be consulted to clarify requirements or assist with audit preparation, if needed.

7.5.1.3. Ensure the audit scope and any applicable checklists, forms, or required documentation has been determined and communicated to the audit team and supplier.

7.5.1.4. Triumph Company's may use the applicable QAP 8.3 audit checklists; SCMP 8.1(b); or Company developed checklists.

7.5.1.4.1. The supplier may be requested to complete and return audit checklists or forms prior to the audit start.

7.5.2. To ensure the effectiveness of the audit results:

7.5.2.1. Supplier Audit Leader and Team Members must meet the competency, training and experience qualifications of a lead or internal auditor in accordance with QAP 8.3.

7.5.2.2. Subject Matter Experts may be used as part of the audit team when the scope of technical knowledge necessary but not available within the audit team.

7.6. Audit Performance

7.6.1. To ensure an effective audit performance the audit team shall ensure:

7.6.1.1. Audit in-brief is performed to cover the purpose and scope of the audit.

7.6.1.2. Product risk is immediately brought to the attention of the audit lead and the supplier audit representative to ensure immediate containment activities are determined.

7.6.1.3. The audit should not exceed the planned number of audit days unless all parties involved agree to the change in the audit plan and/or scope.

7.6.1.4. Audit out-briefing is performed, including details of any non-conformities or risks identified during the audit; required nonconformance response times and audit report completion expectation, which should not exceed 30 calendar days.

7.7. Audit Findings/Nonconformities

7.7.1. Any supplier concerns with non-conformities should be addressed during the daily or final out-briefing.

7.7.1.1. Non-conformities shall not be voided without objective evidence and concurrence of the audit lead or Site Quality Management Representative.

7.7.1.2. Suppliers may submit a written appeal (e.g., email) to the Audit Lead within 10 business days of audit report. Appeal assessment and written response should be provided to the supplier within 10 business days of receipt of the appeal.

7.7.2. Non-conformities identified during an audit shall be issued a Supplier Corrective Action per SCMP 2.1 – Supplier Corrective Action and should be issued within 2 business days of audit report completion.

7.7.3. Non-conformities shall be classified as major or minor in accordance with QAP 8.9.
7.7.3.1. Product related nonconformities shall be contained immediately.

7.7.4. Where an audit nonconformity may have resulted in non-conformance being shipped or provided to Triumph, Suppliers shall issue a notification of escape in accordance with the Supplier Quality Manual.

7.7.5. Audit non-conformities shall only be closed following the review of appropriate evidence including verification of their effectiveness by a non-biased Auditor.

7.8. Supplier Audit – Risk Management

7.8.1. Major findings may result in the lead auditor recommending a change to the supplier approval status (e.g. suspended, probationary approval); when this occurs the lead auditor shall notify the Triumph Site Quality Management representative.

7.8.2. Site Quality Management shall determine changes to supplier's approval status in accordance with SCMP 5.1 Supplier Approval Status.

7.9. Supplier Audit - Report and Closure

7.9.1. Audit Reports should be provided to suppliers within 10 days of audit completion and uploaded to the supplier's profile utilizing the Appraisal function located at triumphsupplysource.com or site level audit record system.

7.9.2. Additional tracking and reporting may be determined by the Triumph Company.

7.9.3. Audits shall not be closed until corrective actions have been verified and objective evidence has been submitted.

8. Appendices and/or Flowcharts

None

9. Required Forms or Records

9.1. Audit Report

9.2. Audit Nonconformities

10. Revision History

Revision	Description of Change	Effective Date
Original	New Document	01 Apr 2014
A	Revised to remove reference to Business Unit and replace with Triumph Group Company(s), removed AS9100 linkage	19 May 2017
B	Add AS9100 Linkage. Update document title to Product Conformity Audit. Update SCMP 5.1 title to actual, Add Form SCMP 4.1 (j) Update Approvals (Authorizing Signature on File)	02 Nov 2018
C	7.5.1 delete SCMP8.1 (c), Section 9: delete 7.13, change 7.12 to Form 8.1 (b), Section 10: Change 7.15 to Form 8.1 (b), Delete 7.16	10 Jan 2019
D	Updated reference to SCMP 4.1's new title, removed references to Triumph Group Supplier Quality and reference to obsolete documents. Major revision – Allowing various audit types to be performed. Supplier Audit requirements moved to annual assessment and risk analysis in accordance with QAP 8.3. Required forms changed to 'may' statement. Audit nonconformities moved from risk-based scoring to conformity basis. Final Risk assessment process modified to allow for recommended suspension and site mgmt to determine approval status change.	27 Apr 2023
F	Revised Purpose/Scope wording, 7.3.3.2 Audit Type Table, 7.4.1.1, 7.5.1.2 adding SMEs, 7.5.2.1 removing cross-functional teams, 7.7.2 to issue CA 2 days after reporting reqt, 7.8.2 removed 2 days reqt, 7.9.1 added site recording system; added ref to SCMP 3.3/3.3(a), ASL definition, Supplier Assessment and Supplier Audit-General sections, Supplier Risk Assessment information; removed reference to SCMP 7.1 and supplier quality alerts; changed all 'shall' requirements to 'should', 'can' and 'may' to allow more site process flexibility	1 Sep 2025