AS9100 Linkage: AS9100 Section 8.4 Purchasing Process

# Process Owner

* 1. Triumph Supply Chain

# Applies To

* 1. Triumph Supply Chain Management, Triumph Supplier Quality Management and Triumph Operating Companies as noted in the Triumph Supplier Quality Assurance Manual.

# Purpose

* 1. To establish policies and guidelines for the construction and definition of commodity strategies.

# Reference Documents

* 1. SCMP 7.4 Sourcing Board
	2. SCMP 7.5 (f) RAIL

# Definitions and Acronyms

* 1. SSRB – Strategic Sourcing Review Board
	2. RAIL – Rolling Action Item List
1. **Responsibilities and Procedure**

In support of SCMP 7.4 Sourcing Board, the Enterprise Strategic Sourcing Group will lead (supported by each individual Triumph site) the development and execution of commodity strategies.

This procedure documents the following processes:

* 1. Data acquisition and analysis: The purpose of data acquisition is to prepare for the SSRB and is commodity specific. Data is compiled into the SCMP 7.6 (a) Data Acquisition Template. The data can be complied from the Qlik application or by interrogating the specific site ERP system. The data should be acquired by the Enterprise Commodity Leader or by the site Commodity Lead within one month of the scheduled SSRB
	2. SSRB Template: The SSRB Template SCMP 7.6 (b) shall be completed by an onsite review, typically consisting of a three day in person meeting – a suggested Daily Agenda is available in the Strategic Sourcing SharePoint site (SCMP 7.6 Folder in “Documents”).

The attendees for an SSRB shall consist of the following team members:

|  |  |
| --- | --- |
| Enterprise Commodity Manager | Full Time |
| Director, Strategic Sourcing | As Required |
| Site Purchasing Leader | As Required |
| Site Commodity Buyer | Full Time |
| OpCo Project Execution Lead | As Required |
| Site Quality | As Required |
| Site Finance | As Required |
| Site Program Management | As Required |
| Site Engineering | As Required |
| Site Supply Chain NPI | As Required |
| Site GM | As Required |

At the discretion of the Enterprise Commodity Manager or the site Commodity Lead, certain slides within the SSRB Template SCMP 7.6 may be pre-populated prior to the in-person review.

At the discretion of the Enterprise Commodity Manager or the site Commodity Lead, certain slides may be added or omitted from the SSRB 7.6 (b) Template.

* 1. SSRB Presentation: When the SCMP 7.6 (b) Strategic Commodity Review is complete it shall be presented by the Enterprise Commodity Manager or the site Commodity Lead.

Invitations to attend the review should include (however the Enterprise Commodity Manager or the site Commodity Lead may include additional attendees on an as required basis):

|  |  |
| --- | --- |
| **Function** | **Function** |
| Enterprise Commodity Manager | Site GM |
| Director, Strategic Sourcing | Site Supply Chain NPI |
| Site Purchasing Leader | OpCo Supply Chain Director(s) |
| Site Commodity Buyer | VP – Integrated Supply Chain & Operations |
| OpCo Project Execution Lead | VP – Supply Chain Management |
| Site Quality | Director – Supplier Performance |
| Site Finance | Director - Contracts |
| Site Program Management | Site Engineering |

* 1. SSRB Execution: The Enterprise Commodity Manager or the site Commodity Lead will complete the construction of a RAIL (utilizing the SCMP 7.5 (f) Template) to capture all the relevant actions identified in the SSRB, including all actions derived from the completed Project Four Squares.

The Enterprise Commodity Manger or the site Commodity Lead will complete a RAIL review with the relevant sites at least every 4 weeks until all actions are closed.

* 1. SSRB Refresh: The Enterprise Commodity Manager or the site Commodity Lead will complete an SSRB refresh typically after two years from the competition of the previous review. The Enterprise Commodity Manager or the site commodity lead will work with the specific site to determine what elements of the SSRB Template will be refreshed.
	2. Record Retention: SCMP 7.6 in process and completed documents shall be stored in the Strategic Sourcing SharePoint site: “Documents > Commodities> XXX Commodity > Commodity Strategy > XXX Site”.

#

# Process Flow

# Required Forms

* 1. SCMP 7.6 (a) Data Acquisition Template

7.2 SCMP 7.6 (b) Strategic Commodity Review Template

# Required Records

# Document retention shall be in accordance with Triumph Procedure SCMP 1.1.

# Revision History

|  |  |  |
| --- | --- | --- |
| **Revision Level** | **Description of Change** | **Effective Date** |
| Original | New Document | 09/01/2022 |

1. **Approvals**

/s/ Director Strategic Sourcing, Triumph