

R Responsible A Accountable S Supports C Consulted I Informed		Purchasing, Buyer	Site Purchasing Manager	Supply Chain Management	Supplier Development	Site Quality	Site QA Manager	Corporate Portal Administrator	Engineering	Finance	Finance Manager	Trade Assurance	Strategic Sourcing
Item #	Responsibilities												
1	Selection of prospective suppliers and obtaining supplier information	R	A	S	S	C			S	S		C	S
2	Initiate Triumph Portal electronic application to add a new supplier to Corporate level ASL.	R	A										
3	Review & Approve electronic application workflow to add a new supplier to Corporate level ASL	I	S			R	A	S		S		S	S
4	Create a New Supplier Profile to Corporate level or Site level ASL- Reference SCMP 5.1	I				R	A	S					
5	If Supplier is 'Active' on Corporate level & not on the Site level ASL- Initiate Triumph site process to have supplier added to Site ASL	R	A			S				S			
6	Review, Approve & Add new supplier to Site level ASL- verify supplier has been added to ERP system	I				R	A						
7	Provide Supplier Quality the 'Specific Scope of Work' the Supplier will be performing for the Triumph Site	R	A						S				
8	Review & Approve 'Specific Scope of Work' then add to the field, 'Specific Scope of Approval Statement' located on Supplier's Site level ASL profile	I				R	A						
9	Verify & Approve the validity of Suppliers QMS, NADCAP, or Special Process certifications- If Supplier does not hold the required certification(s) per SQAM QMS Certification Requirements, supplier shall submit a concession to Triumph QA for approval	S	S	S		R	A						
10	Review and approve supplier concession requests for suppliers who do not meet Required QMS Certification Requirements per SQAM Table 1	I				R	A						
11	Determine the appropriate QMS Supplier Compliance audit type as the Triumph Quality approval if required- Reference SCMP 8.1 & QAP 8.3	I				R	A						
12	Primary communicator for QMS Supplier Compliance audits, verify accuracy of suppliers ASL profile contact & address location, submit audit notification Form SCMP 8.1(a) to supplier, and support audits as required.- Reference SCMP 8.1	R	A			I							
13	Perform Supplier Audits for Suppliers who do not SQAM QMS Certification Requirements and/or part of a Triumph customers Approved Special Processor List. Ensure chosen auditor is certified and meets requirements. Reference SCMP 8.1 & QAP 8.3	S	S			R	A		S				
14	Review & Approve QMS Supplier Compliance Assessments/Audits & upload approved document to suppliers profile	I	S			R	A		S				
15	Perform Supplier Capability Assessments to ensure the suppliers equipment, resources, technical and process capabilities are adequate to support Triumph purchase order/contract requirements- Reference SCMP 3.3	I	A	R	S	S			S				S
16	Manage Site level profile data fields for Triumph Procurement Contact & Supplier's Sales Contact, Remit To, Purchase Order, & Manufacturing address information	R	A			I			I				
17	Manage Site level profile data fields for Triumph Quality Contact & Supplier's Quality Contact information, and ensuring Manufacturing address is aligned to QMS or NADCAP certification address	I				R	A		I				
18	Manage Corporate level profile data fields for Supplier Type, Government Business Classification, NAICS Code, DUNS, Cage Code	R	A	I		I							
19	Manage all fields within the Corporate level profile less SC responsibilities referenced above	I				R	A						
20	Determine Supplier Delegated Product Release Verification (DPRV) Program Eligibility- Update Profile. Reference SCMP 4.1	I			I	R	A						
21	Review/Approve Suppliers Prevention of Counterfeit Parts Plan as required, upload plan under 'Appraisals' which will auto populate profile field 'Counterfeit Prevention Assessment' to 'Yes'	S				R	A		S				

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Item #	Responsibilities												
22	Supplier Performance Measurement- Delivery & Quality Reports- upload monthly. Reference SCMP 5.2	S	R	A		R	A	S					
23	Confirm Supplier has an 'Active' & 'Approved' status with valid supporting QMS and/or NADCAP Special Process accredited certification(s), or a Triumph approved Supplier QMS /NADCAP Compliance Assessment/Audit before placing a purchase order. If issue, stop & notify Quality	R	A			S		C					
24	ASL Maintenance & Management- Quality- Responsibility to manage the ASL, identify upcoming cert expirations, obtain updated certs, update profiles, identify potential gaps (i.e. - expired, ensuring Supplier Descriptions are aligned to Specific Scope of Approvals) Reference SCMP 5.1	S				R	A						
25	ASL Maintenance- Purchasing- Responsibility to perform periodic reviews to ensure suppliers are in good standing. If expired cert identified, notify supplier, obtain cert, and send to Quality for review, validation, approval, and updating supplier profile. Reference SCMP 5.1	R	A			S							
26	Perform ASL Quarterly Reviews (or as applicable prior to audits) to ensure SQAM QMS Certification Requirements are being met	S	S	S		R	A	C					
27	Support additions & deactivations of Triumph personnel and supplier profiles, maintain Portal training documents. Ensure operational integrity and security of the computer and network supporting the Triumph Suppler Portal is maintained- Reference SCMP 6.1	S	S	A	S	S	S	R	S			S	S
28	The Triumph assigned QA Representative- Approve access and permissions to appropriate Triumph personnel and suppliers within the Quality Organization					R	A	C					
29	The Triumph assigned Purchasing Representative-Approve access and permissions to appropriate Triumph personnel and suppliers within the Purchasing Organization	R	A					C					
30	Ensure all personnel are trained to this process	I	A	I	I	I	A	I	I	I	I	I	I
Supporting Documents- SCMP's 3.1, 3.3, 4.1, 5.1, 5.2, 6.1, 8.1, & QAP 8.3. Triumph sites to ensure their site level internal procedures support this process.													



Responsible



Consulted



Accountable



Informed



Supports

<i>R (does the work - in charge of task completion)</i>	<i>A (Owns the Work - endorses the task result)</i>	<i>S (provides input to help responsible complete task)</i>	<i>C (needs to be asked for feedback, needs to be taken into account)</i>	<i>I (must be kept up to date with progress)</i>

<u>Revision Level</u>	<u>Reason For Change</u>	<u>Initiated By</u>
G	Initial release of Form SCMP 5.1 (b) Triumph Portal- ASL Management Process RACI Minor- Admin & format change. Replacing Form SCMP 5.1 (b) Triumph Portal- ASL Management Process RACI as Appendix A within 5.1 procedure per Quality. Aligned to SQAM rev F.1. Removed references to AS9003 and replaced with Supplier Concessions and QMS or NADCAP Compliance Assessment/Audit as required. Removed Group level and replaced with Corporate level ASL, removed references to SCMP 3.4 & 3.5 and replaced with SCMP 8.1 & QAP 8.3, added Item # column to improve traceability for future revisions, added header/footer, changed 'Required Quality System Level' to 'Required Quality System', added revision history tab. The gap in rev levels is due to this Appendix was not impacted during rev H or H.1 of the 5.1 procedure	Jennifer Knoop
H.2	Major revision to align with SQAM and current processes. Change from QA Manager to Site Quality Manager column title Remove Column 'Corporate Supply Chain' and Column 'Corporate Quality' Line 15 change Site Purchasing Manager from Support to Accountable Line 26 Change Site Quality Manager from Supports to Accountable, Supply Chain Management from Responsible to Supports Line 27 Change Accountable from Corporate Supply Chain to Supply Chain Management Line 30 Site Purchasing Manager and Site Quality Manager from Responsible to Accountable, Supply Chain Management from Responsible to Informed	Jennifer Knoop
I		Jennifer Knoop

Date

June 30, 2023

February 1, 2024

August 29, 2025