

Triumph Group Supply Chain Management Procedure

SCMP 3.1 – Supplier Applications

Revision Level: I

Effective Date: 15 December 2020

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AS9100 Linkage: AS9100 Section 8.4

1. Process Owner

1.1 Triumph Group Supplier Quality Assurance Management

2. Applies To

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

3. Purpose

3.1 This Procedure establishes and documents the methods employed to perform new Supplier Applications within Triumph Group Sites.

3.2 Not all suppliers are required to be on the Triumph Group Approved Supplier List as defined in SCMP 5.1 - Approved Supplier List Management. Refer to SCMP 5.1 - Approved Supplier List Management for additional details concerning the Supplier approval process

4. Reference Documents

4.1 SCMP 5.1 – Approved Supplier List Management

4.2 SQAM001 – Triumph Supplier Quality Assurance Manual

5. Definitions and Acronyms

5.1	Activation	Full approval of the supplier with no additional actions required
5.1	Commodity	This is the supplier's commercial products/services offered which can contain approved/accredited products and services as well as not yet approved and or under their QMS scope.
5.2	Conditional Activation	Interim approval of the supplier based on additional actions that need to occur prior to unconditional approval
5.3	D&B	Dunn and Bradstreet
5.4	D&B Financial Risk Assessment	Dunn and Bradstreet Supplier Risk Manager Web Site www.supplierriskmanager.com
5.5	Specific Scope of Approval Statement	The reviewed/assessed and approved commodity(ies), product type, process and or services that the Triumph Group Site will be issuing Purchase Orders against
5.6	SQAM001	Triumph Supplier Quality Assurance Manual

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| 5.7 | Supplier Application | A Supplier Application provides an overall representation of a new Supplier's business. It is the 1st step of the new Supplier approval process |
| 5.8 | Supplier Appraisal | A formal documented activity performed at a Supplier's facility by Triumph personnel in order to assess compliance with targeted systems and measures of performance prior to addition to the Triumph Group Approved Supplier List. |
| 5.9 | Supplier QMS Scope | Supplier scope statement on their QMS certification – This contains the entirety of products/processes/ services that the supplier has determined to be managed/controlled within their approved QMS. |
| 5.10 | Triumph Group Site ASL | Triumph Group Site Approved Supplier List.

Triumph Group Site Approved Supplier List is a subset of the Triumph Group Approved Supplier List |
| 5.11 | 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 The following are the primary process owners for the activities defined in this procedure:
- 6.1.1 Triumph Group Supply Chain Quality and Triumph Group Site Quality have primary responsibility for managing the Supplier Application processes defined in this procedure.

7. Procedure

- 7.1 Supplier Application
- 7.1.1 Refer to SCMP 5.1 - Approved Supplier List Management for additional details concerning the Supplier approval process.
 - 7.1.2 A Supplier Application shall be completed for all prospective suppliers using electronic web on triumphsupplysource.com.
 - 7.1.3 Triumph Group Site Purchasing or Quality may initiate a new supplier application for a prospective supplier utilizing triumphsupplysource.com.
 - 7.1.4 The Triumph initiator shall complete all initial application form requirements including providing the justification for adding a new supplier to the Triumph

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- Group ASL. Once complete, the application is routed to the Triumph Group Site Procurement approver.
- 7.1.5 The Triumph Group Site Procurement approver shall review the application, evaluate the prospective supplier's financial status utilizing the supplier's current D&B report, upload the report to the electronic application and process the application taking one of the following actions:
- 7.1.5.1 Approve for further processing
 - 7.1.5.2 Disapprove and terminate application
 - 7.1.5.3 Return to initiator for required changes
- 7.1.6 The Triumph Group Site Quality application approver shall review the application; validate that the prospective suppliers Quality Management System level is properly identified in Table 1 Minimum Quality System Requirements under the current SQAM001 as well as any reviewing any other certifications and/or qualifications required for the commodity being procured.
- 7.1.7 If current certification(s) is available, Triumph Group Site Quality shall upload it to the electronic application. Triumph Group Site Quality shall process the application by taking one of the following actions:
- 7.1.7.1 Approve for further processing
 - 7.1.7.2 Disapprove and terminate application
 - 7.1.7.3 Return to the application initiator for required changes
- 7.1.8 Upon approval by both Triumph Group Site Procurement and Quality, triumphsupplysource.com sends an e-mail to the prospective supplier with a link to the triumphsupplysource.com electronic application along with a temporary username and password.
- 7.1.9 After the supplier completes their portion of the electronic application, it is automatically routed back to the Triumph Group Site Quality approver for final Triumph Group Site review. Upon completion, the Triumph Group Site Quality approver reviews supplier's inputs and determines if approval (activation/conditional activation) or disapproval is warranted.
- 7.1.9.1 Activation is an approval status that if chosen requires no additional information or interaction from the prospective supplier.
 - 7.1.9.2 Conditional Activation is a limited approval status that if chosen requires the supplier to provide additional information or undergo

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some level of additional assessment. If additional assessments are required, Triumph Group Site Quality shall schedule, perform and upload completed applicable assessments.

7.1.9.2.1 Either of these activation actions will automatically assign a Triumph Group supplier number (TAXxxx) and add the supplier to the Triumph Group ASL. Triumph Group sites can then also assign the supplier to their individual Triumph Group Site ASL's.

7.1.9.3 Disapproval terminates the application due to the supplier not meeting Triumph Group requirements.

7.1.10 If the application is approved by Triumph Group Site Quality, the portal routes to Triumph Group Supplier Quality for final review. Triumph Group Supplier Quality shall review submitted applications for completeness and compliance inclusive of the correct designation of the QMS Level. as follows:

7.1.10.1 If conditional activation was originally granted by Triumph Group Site Quality, Triumph Group Supplier Quality will coordinate with the Triumph Group Site to:

7.1.10.1.1 Ensure all follow up actions with the supplier are completed by Triumph Group Site Quality.

7.1.10.1.2 Contact Triumph Group Site Procurement to determine if further actions are required to limit procurement exposure.

7.1.10.2 When the tasks that subjected the supplier to conditional active status have been completed, Triumph Group Supplier Quality can approve the supplier.

7.1.10.3 If the supplier does not meet requirements and it is not anticipated that further corrective action would result in approval, Triumph Group Supplier Quality then disapproves and terminates the application.

7.1.10.3.1 Disapproved applications required disapproval rationale. The portal will route disapproved applications back to initiator for information and further action if chosen by Triumph Group Supplier Quality.

7.1.11 Adding the approved supplier to Site ASL (See TSCMT 3.8)

Each site is required to identify the suppliers Specific Scope of Approval as follows;

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- 7.1.11.1 The "Specific Scope of Approval Statement" field must be completed
- 7.1.11.2 The products or services listed in this field shall be verified to have supporting evidence of the required approval as follows but not limited to;
 - a) Within the suppliers QMS scope of approval and;
 - b) Industry Accreditation e.g. NADCAP
 - c) End Customer approval e.g. QCS 001 , D1-4426
 - d) Triumph approval – Triumph designed special processes

Note: The commodity code/description and or the supplier QMS scope statement is not acceptable as the "Specific Scope of Approval Statement"

8. Appendices and/or Flowcharts

8.1 None

9. Required Forms

9.1 Supplier Application (electronic)

10. Required Records

10.1 Supplier Application (electronic)

11. Training Materials

- 11.1 TSCMT 3.1 - Initiate Supplier Application
- 11.2 TSCMT 3.2 - Procurement Approve Supplier Application
- 11.3 TSCMT 3.3 - View Applications
- 11.4 TSCMT 3.4 - SQA Approve Initial Supplier Application
- 11.5 TSCMT 3.5 - Supplier Complete Application
- 11.6 TSCMT 3.6 - SQA Approve Final Application
- 11.7 TSCMT 3.7 - Corporate Quality Approve Application
- 11.8 TSCMT 3.8 – Company Add to ASL from Application Completion
- 11.9 TSCMT 3.8.1 - Aerostructures SQA Add to Company ASL from Application Completion
- 11.10 TSCMT 3.9 – Add New Appraisal to Profile

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12. Revision History

Revision Level	Description of Change	Effective Date
Original	Initial Release	10 Sep 2007
A	Defined supplier portal reevaluation process	30 Oct 2012
B	Redefined supplier portal reevaluation process	05 Feb 2013
C	Redefined supplier assessment process	01 Jul 2013
D	Revised Table 1, level 10 requirements and clarified QMS requirement for Non-Aerospace suppliers	23 Sep 2013
E	Document wide changes too widespread to indicate via change bars	01 Apr 2014
F	Added AC7006 option to table 1 level 8 requirement	24 Feb 2015
G	Revised to remove reference to Business Unit and replace with Triumph Group Company (s) Remove the AS9100 linkage	08 Jun 2017
H	Add AS9100 linkage. Remove Table 1 and reference the table listed in the SQAM001 to avoid conflicting information. Add TSCMT 3.9 Add New Appraisal to Profile. Update Procedure Owner.	02 Nov 2018
I	Remove and replace all references to Triumph Group Company with Triumph Group Site. Section 5: Added definitions for "Commodity", "Specific Scope of Approval Statement" and "Supplier QMS Scope " to clarify the distinction of the terms. Added section 7.1.11 to require the "Specific Scope of Approval Statement" as well as guidance. Section 7.1.10 added review of supplier application for completeness and compliance.	10 December 2020

13. Approvals (Authorizing Signatures on File)

/s/ A. Olmedo, Senior Director, Corporate Quality, Triumph Group Inc.

10 Dec 2020