# Process Owner

## Triumph Group Supply Chain Management

# Applies To

## Triumph Group Supply Chain Management, Triumph Group Supplier Quality Management and Triumph Business Units as noted in the Triumph Group Supplier Quality Assurance Manual. Purpose

# Purpose

## This procedure establishes and documents the methods employed to perform Supplier Capability Assessments at a supplier facility or virtually. This procedure also defines the process to evaluate Triumph Group Supplier capability as part of the process for approving or maintaining suppliers for Triumph Group

## At the discretion of Triumph Business Units, Supplier Capability Assessments shall be conducted to ensure the suppliers equipment, resources, technical and process capabilities are adequate to support Triumph purchase order/contract requirements. Capability assessments do not typically apply to raw material suppliers or distributors.

## The Triumph Business Units Quality, Engineering and Procurement Management reserve the right to perform Supplier Capability Assessments as necessary at supplier facilities or virtually when:

#### A new supplier is being considered for a Triumph purchase order,

#### An existing supplier is expanding their current level of Triumph work scope,

#### Product quality or delivery performance has become unacceptable,

#### The supplier is designated as critical or produces critical components

# Reference Documents

SQAM001 – Triumph Supplier Quality Assurance Manual

SCMP 9.1 Supplier Development

Form SCMP 3.3 (a) Notification of Supplier Capability Assessment

Form SCMP 3.3 (b) Supplier Capability Assessment

Form SCMP 3.3 (d) Service Provider Capability Assessment

TSCMT 3.9 Add New Appraisal to Profile

# Definitions and Acronyms

|  |  |
| --- | --- |
| Supplier Assessment | A formal documented activity performed at a Supplier’s facility or virtually by Triumph personnel in order to assess capability of targeted systems and measures of performance to determine supplier utilization risk |
| Triumph Assessor | Triumph employee or representative that is leading an assessment activity |
| [triumphsupplysource.com](http://www.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” |
| SCMP | Supply Chain Management Procedure |
| TSCMT | Triumph Supply Chain Management Training |
| SQAM | Supplier Quality Assurance Manual |
| Service Provider | Product-related service provider including non-destructive testing, coatings, plating, etc. May include tooling or engineering services but does not include janitorial or other non-product related services. |

# Responsibilities

## Responsibilities are defined in the body of this procedure

# Procedure

## Accessing the Electronic Forms

#### Master copies of the Supplier Capability Assessment forms are located within [triumphsupplysource.com](http://www.triumphsupplysource.com/)□Resource Documents□SCMP Documents. To avoid revision control issues, forms are to be downloaded prior to each use and not stored on individual computers

#### The forms used for Supplier Capability Assessments are MS Excel® based and are not to be modified

#### Suppliers may be provided copies of the Supplier Capability Assessment for preparatory purposes

##### Copies of the Supplier Capability Assessment forms are located within [triumphsupplysource.com](http://www.triumphsupplysource.com/)□Resource Documents□SCMP Documents

## Supplier Capability Assessments

#### Supplier Capability Assessments are used to ensure a supplier is capable of supporting a specific Triumph work scope and the requirements of SQAM001 – Triumph Supplier Quality Manual and customer requirements

#### Triumph Business Unit Procurement shall:

###### Forward a copy of Form SCMP 3.3 (a) - Notification of Supplier Capability Assessment and Form SCMP 3.3 (b/d) Supplier/Service Provider Capability Assessment to the supplier.

###### Provide the prospective Supplier, with a copy of the appropriate assessment tools, a minimum of 2 weeks prior to start of the assessment. After giving adequate time for delivery of Form SCMP 3.3 (a and b/d), contact the prospective supplier and attain agreement to an assessment date.

##### Have Supplier complete and send their self-assessment prior to assessment date.

##### Review self-assessment for adequate evidence, completion and scoring.

#### The Supplier Capability Assessments will be conducted using assessment Form SCMP 3.3 (b) or Form SCMP 3.3 (d) (for outside process/service suppliers only) and this procedure

#### The Supplier Capability Assessment schedule shall include sufficient time for an opening meeting, a review of the planned activities, as well as a closing meeting to review results and next steps.

##### The Assessment shall be performed by a team comprised of Supplier’s cross functional personnel such as Quality Assurance, Procurement, Manufacturing Engineering, Engineering, etc. All team personnel shall have appropriate knowledge of the assessment criteria that falls within their area of expertise and job responsibilities.

## Supplier Capability Assessment Evaluation

#### The results of the Supplier Capability Assessment are automatically scored and plotted on the risk cubes in each Section of the Assessment as well as being plotted the risk on the Overall Assessment Risk Cube located on the scoring page.

#### Risk shall be evaluated based on:

##### The Risk Scores of individual Sections

##### The overall Assessment Risk Score

##### The quantity and severity of High Scores for each Section and overall

* + - * 1. HIGH RISK (**Red**) - Unacceptable. Major supply or quality disruptions likely. Consideration of other suppliers may be in order. It is the discretion of Triumph Business Unit Management to utilize such suppliers.
        2. MEDIUM RISK (**Yellow**) - Some supply or quality disruptions may occur. Additional management attention may be needed.
        3. LOW RISK (**Green**) - Minimum impact to supply or quality. Minimum oversight needed to ensure risk remains low.

#### At the end of the Capability Assessment, the assessor shall review the results of the Supplier Capability Assessment, prepare and submit Summary and final copy of Audited Assessment inclusive of concerns and recommendations and RAIL to supplier and respective Sites and Associated Functions.

##### Each identified Risk or opportunity is to be captured on a RAIL (Running Action Item List). Open action items are then reviewed on a regular basis until all items are closed or mitigated.

##### All completed Assessments and Summaries are to be loaded into the Supplier’s Profile in the Supplier Portal according to TSCMT 3.9 Add New Appraisal to Profile. Assessments, Summaries, and all supporting documents will be loaded into a relative folder in [Sharepoint](https://tgiservices.sharepoint.com/corpgroup/corpsupplychain/Public%20Documents/Forms/Standard%20View.aspx?RootFolder=%2Fcorpgroup%2Fcorpsupplychain%2FPublic%20Documents%2FSupplier%20Development%20Documents%2FSupplier%20Assessments&FolderCTID=0x0120000FA22E94CF05B74188CCE50BD90CFA7F&View=%7B8C7F61A3%2DC069%2D4336%2D903E%2D37B776EAEDA3%7D). Supplier self-assessments are to be named “SCMP 3.3 (b or d) Supplier Assessment Supplier Name\_Self\_DATE.xls” After the Assessment is Audited, it is to be named “SCMP 3.3 (b or d) Supplier Assessment Supplier Name\_Audit\_DATE.xls”

## Inter-Business Unit Recognition

#### Triumph Business Units may recognize the Capability Assessment performed by another Triumph Business Unit depending upon common nature of the work scope and processes involved

#### Triumph Business Units recognizing and utilizing the Capability Assessment shall:

###### Not be required to perform an additional supplier Capability Assessment

###### This requirement is in effect when Form 3.3 (b or d) has been utilized in performing the capability assessment.

##### Per SCMP 9.1-Supplier Development, TGI sites, using Supplier being assessed, will be contacted so all issues and opportunities are included during the Assessment process

# Appendices and/or Flowcharts

## None

# Required Forms

## Form SCMP 3.3 (a) Notification of On-Site Supplier Capability Assessment

## Form SCMP 3.3 (b/d) Supplier/Service Provider Capability Assessment Tool

# Required Records

## Form SCMP 3.3 (b/d) – Supplier/Service Provider Capability Assessment Tool

# Training Materials

## [SCMP 3.3 Training](https://tgiservices.sharepoint.com/corpgroup/corpsupplychain/Public%20Documents/Supplier%20Development%20Documents/Training%20and%20Skills%20Matrix/Training%20Documentation)

# Revision History

|  |  |  |
| --- | --- | --- |
| **Revision Level** | **Description of Change** | **Effective Date** |
| Original | New Document | 01 April 2014 |
| A | Revised 7.2.4, deleted 7.2.4.1 and 7.2.4.3; revised 7.2.4.3. | 15 January 2018 |
| B | Removed “Risk” from Description, added language for virtual Assessments, removed intervals in 3.3.5 as interval will depend on BU direction, added reference documents; SCMP 9.1 and the Forms for 3.3 (a, b & c) and definitions 5.4-5.7, removed “Lead” from 5.2, removed pdf from 7.1.3, added Supplier Self-assessment step to 7.2.2.2, added allowance SCMP 3.3 c for Service Providers, revised 7.3.3, 7.3.4 and 7.3.5 sequence and added requirement for Summary, RAIL, naming convention and Document storage. Added link for training. | 01 December 2020 |
| C | Updated non applicability to raw material supplier | 11 January 2022 |

# Approvals (Authorizing Signatures on File)

## Director, Supplier Development , Triumph Group