



Triumph Group Supply Chain Management Procedure

SCMP 5.1 — Triumph Group Approved Supplier List Management

Revision Level: F

Released Date: 12/14/2021

Effective Date: 1/14/2022

AS9100 Linkage: 8.4

1. Process Owner

- 1.1 Triumph Group Quality Management and Triumph Group Supply Chain Management. No changes may be made to this document without the approval of TGSCM leadership. TGSCM leadership may delegate this authority as needed to accommodate absences and vacancies

2. Applies To

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

3. Purpose

- 3.1 This Triumph Group procedure establishes and documents the methods to approve, remove or modify Suppliers or their data on the Triumph Group Approved Supplier List.
- 3.2 The Approved Supplier List is a centralized, secure collection of Triumph Group approved suppliers and their relevant business data organized in a searchable format. It is designed to provide Triumph Group Companies with relevant supplier information to make sound purchasing and sourcing decisions as well as track supplier performance and qualifications.

4. Reference Documents

- 4.1 SCMP 2.1 — Supplier Corrective Action
- 4.2 SCMP 2.2 - Supplier Performance Improvement Program
- 4.3 SCMP 3.1 — Supplier Applications
- 4.4 SCMP 6.1 — Supplier Portal Control and Management
- 4.5 SQAM001 — Triumph Group Supplier Quality Assurance Manual
- 4.6 Form SCMP 5.1(a) — ASL Manual Activation Form

5. Definitions and Acronyms

- 5.1 Triumph Group ASL or Triumph Group Company ASL Triumph Group Approved Supplier List. Triumph Group Company Approved Supplier List is a subset of the Triumph Group Approved Supplier List
- 5.2 PO Purchase Order



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| 5.3 | 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 |
| 5.4 | Triumph Group ASL | Triumph Group Approved Supplier List |
| 5.5 | 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 Triumph Group ASL - Supplier Approval and Removal Responsibilities
 - 6.1.1 The following are the primary authorities for supplier approval activities defined in this procedure:
 - 6.1.2 Triumph Group or their designees are responsible for:
 - 6.1.2.1 Approval of Supplier additions,
 - 6.1.2.1.1 Performing modifications to the Triumph Group Approved Supplier List profile data,
 - 6.1.2.1.2 Supplier removals from the Triumph Group Approved Supplier List (ASL)
 - 6.1.3 Triumph Group Supply Chain Management or their designee is responsible for:
 - 6.1.3.1 Performing periodic reviews of the Triumph Group Approved Supplier List
 - 6.1.3.2 Performing modifications to the Triumph Group Approved Supplier List profile data,
 - 6.1.3.3 Identifying new suppliers and supporting supplier assessments.
 - 6.1.4 Triumph Group Company Quality or their designee, are responsible for:
 - 6.1.4.1 As appropriate, approval of supplier additions from the Triumph Group Approved Supplier List (ASL)
 - 6.1.4.2 Managing their Triumph Group Company Approved Supplier List
 - 6.1.4.3 Request supplier assessments to Triumph Group Supply Chain



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- 6.1.5 Triumph Group Company Purchasing is responsible for:
 - 6.1.5.1 Performing periodic reviews of the Triumph Group Company Approved Supplier List
 - 6.1.5.2 Performing modifications to the Triumph Group Company Approved Supplier List (ASL),
 - 6.1.5.3 Identifying new suppliers and supporting supplier assessments
 - 6.1.5.4 Financial analysis, monitoring, and reporting of suppliers on the ASL
- 6.2 Triumph Inter- Triumph Group Company Recognition
 - 6.2.1 Triumph Group, Triumph Group Companies shall recognize supplier activities initiate by other Triumph Group Company, this includes assignment of approval status, corrective actions, etc.

7. Procedure

- 7.1 Triumph Group ASL - Supplier Approvals
 - 7.1.1 Initial Supplier Application and Review for Master List Inclusion
 - 7.1.1.1 Reference SCMP 3.1 - Supplier Applications for the procedural aspects of new Supplier Applications
 - 7.1.1.2 Prospective suppliers must be approved by Triumph Group and Triumph Group Company Quality and Procurement after completion and review of the new supplier application. In utilizing the electronic supplier application on triumphsupplysource.com, the Triumph Group and Triumph Group Company approval status must be consistent to proceed with supplier approval and addition to the Group ASL.
 - 7.1.1.3 For approval, the supplier application must reveal that the prospective supplier has a strong potential to meet the requirements defined in SCMP 3.1 - Supplier Applications and the Triumph Group Supplier Quality Manual.
- 7.2 Triumph Group Status Levels
 - 7.2.1 Active
 - 7.2.1.1 Supplier that is currently considered approved on the Approved Supplier List



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- 7.2.2 Probation
 - 7.2.2.1 This designation indicates the supplier is limited to its present work scope of parts or services specific to the current purchase order(s). No new purchase orders can be issued for existing or new product. Suppliers can be placed in probation as a result of open corrective actions, suspension/withdrawal of certifications, financial status or management discretion. Completion of Corrective Actions and/or receipt of current certifications are required prior to expansion of current work scope and the Supplier being placed in Active status.
 - 7.2.3 Inactive
 - 7.2.3.1 Supplier that were active but are no longer considered approved for use on the Triumph Group Approved Supplier List.
 - 7.2.3.2 Inactivated suppliers should have a cause statement input into the Triumph Group Company's Supplier Notes section of the Supplier Profile.
 - 7.3 Triumph Group Company Status Levels
 - 7.3.1 Approved
 - 7.3.1.1 Supplier has no restrictions and can work for Triumph Group Companies on a sustaining basis
 - 7.3.2 Pending Approval
 - 7.3.2.1 The prospective Supplier is required to complete Improvement Requests as described in SCMP 3.1 - Supplier Applications as required prior to granting of Approval status and placement of PO by a Triumph Group Company.
 - 7.3.3 Probationary Approval
 - 7.3.3.1 **For new Suppliers**, this designation indicates the supplier is limited to the initial work scope of parts or services specific to the current purchase order(s) until improvement requests or corrective actions are complete and validated. Completion of improvement requests or corrective actions are required prior to expansion of current work scope and the supplier being placed in Approved status
 - 7.3.3.2 **For existing Suppliers**, this designation indicates the supplier is limited to present work scope of parts or services specific to the current purchase order(s) until Corrective Actions as described in SCMP 2.1, Supplier Corrective Action are complete and validated.

Completion of Corrective Actions are required prior to expansion of current work scope and the Supplier being placed in Approved status
 - 7.3.4 Suspended Approval



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- 7.3.4.1 The temporary revocation of an existing supplier's approval until the issues that triggered the suspension are corrected or the supplier is terminated. No orders shall be released to a suspended supplier and at the discretion of the Triumph Group Companies, deliveries may be halted. Approval shall not be reinstated to the Triumph Group ASL until all the performance issues have been satisfied to the satisfaction of Triumph Group.
 - 7.3.5 Terminated Approval
 - 7.3.5.1 An existing supplier whose approval is concluded on the Triumph Group Company ASL. If termination was the result of supplier performance as defined by Triumph Group, the supplier may not be reinstated to the Triumph Group ASL until all the performance issues have been satisfied to the satisfaction of Triumph Group. When all Triumph Group Companies have terminated a supplier, the supplier is automatically made Inactive on triumphsupplysource.com
 - 7.3.5.2 Terminated suppliers should have a cause statement input into the Triumph Group Company's Supplier Notes section of the Supplier Profile
 - 7.3.6 Suppliers can be removed from the Triumph Group or Triumph Group Company ASL's under the following conditions:
 - 7.3.6.1 Poor performance
 - 7.3.6.1.1 Performance is related to but not limited to Quality, Delivery and Cost. Reference SCMP 2.2 Supplier Performance Improvement Program for additional information on performance related Supplier removal.
 - 7.3.6.2 Inactivity
 - 7.3.6.2.1 Existing suppliers can be designated as Inactive if they have not recorded deliveries to any Triumph Group Company for a period of 18 months. Depending on demonstrated business need, inactive suppliers may be removed from the Triumph Group ASL.
 - 7.3.6.2.2 If the supplier has been inactive for less than a 3 year period and previously used by Triumph site, the supplier may be reactivated on the Triumph Group ASL by completing the Supplier Reactivation utility available on an inactive suppliers Triumph Group Company Profile at www.triumphsupplysource.com . If the supplier has not been previously used and meets the "inactive for less than a 3-year period, use the ASL Manual Activation Form (Form SCMP5.1(a)) available on the Triumph Supplier Portal under Resource Documents/SCMP.



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- 7.3.6.2.3 If the supplier has been inactive for a 3-year period, to be reconsidered for the Triumph Group ASL, the Supplier will need to be re-qualified per the requirements of SCMP 3.1 - Supplier Applications.
 - 7.3.6.3 Triumph Group Discretion
 - 7.3.6.3.1 Suppliers can be removed at form the Triumph Group ASL at Triumph Group discretion
 - 7.3.7 Triumph Group shall notify any Triumph Group Companies with an active relationship with the supplier prior to removal from the Triumph Group ASL.
 - 7.4 Approved Supplier List Maintenance
 - 7.4.1 Supplier Performance Monitoring
 - 7.4.1.1 Triumph Group and Triumph Group Company supplier performance monitoring shall occur at a frequency that ensures that trends in supplier performance are promptly addressed
 - 7.4.1.2 When performance ratings fall below an acceptable level and depending upon the severity of the problem(s), Triumph Group or Triumph Group Company Quality may change the approval status of a suppliers to Probationary or Suspended status
 - 7.4.2 Supplier Profile Information Modification (Non-addition or removal)
 - 7.4.2.1 Supplier information includes non-performance related data, e.g., contact information, changes to strategic classifications, third party Quality System Registration data, etc
 - 7.4.2.2 Modifications may be initiated if it is found that some level of supplier information is incorrect or has changed. Modifications to basic supplier contact information does not require approval
 - 7.4.3 Approved Supplier List Performance Data
 - 7.4.3.1 Changes to Quality performance data must be completed by a Triumph Group Company or Triumph Group data administrator
 - 7.4.3.2 Changes to Delivery performance data must completed by a Triumph Group Company or Triumph Group data administrator
 - 7.4.3.3 Notification for changes to individual Triumph Group Company performance data is not required to be distributed
 - 7.5 Approved Supplier List Access
 - 7.5.1 Triumph Group Access



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- 7.5.1.1 The Approved Supplier List will be maintained on triumphsupplysource.com
 - 7.5.1.2 Access to the Group ASL will be limited to Triumph Group personnel via secure username and password.
 - 7.5.1.3 Access rights shall be maintained per SCMP 6.1 — Supplier Portal Control and Management
 - 7.5.2 Supplier Access
 - 7.5.2.1 Suppliers shall not have access to the Approved Supplier List
 - 7.5.2.2 Suppliers shall have access to:
 - 7.5.2.2.1 Their performance data
 - 7.5.2.2.2 The Triumph Group Supplier Quality Manual
 - 7.5.2.2.3 Triumph Group procedures and training applicable to suppliers
 - 7.5.2.2.4 General information and communications
 - 7.5.2.2.5 Prospective Triumph Group suppliers will receive limited access to triumphsupplysource.com to complete their supplier application
 - 7.5.2.3 If the supplier does not qualify as a Triumph Supplier after evaluation of the new supplier application or subsequent assessments, the supplier's access rights shall be withdrawn
 - 7.5.2.4 Access rights shall be maintained by Triumph Group Company

8. Appendices and/or Flowcharts

8.1 None

9. Required Forms

9.1 None

10. Required Records

10.1 Supplier Profile Status Change Information

10.2 Supplier notes located in Supplier Profile

11. Training Materials

11.1 TSCMT 5.10 - Edit Triumph Group Company Supplier Profile

11.2 TSCMT 5.11 - Create One Time Custom Report



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- 11.3 TSCMT 5.13 - Supplier Profile Layout
 - 11.4 TSCMT 5.14 - Left Margin Menu Site Navigation
 - 11.5 TSCMT 5.15 - Supply Chain Management Procedure Access
 - 11.6 TSCMT 5.16 - Manage Supplier Watch List
 - 11.7 TSCMT 5.19 - Access Supplier Spend Information via Supplier Profile

12. Revision History

Revision Level	Description of Change	Effective Date
Original	New Document	10 Sep 2007
A	Revised to reflect new supplier application process and enhanced profile layout	01 Jul 2013
B	Document wide changes too widespread to indicate via change bars	01 Apr 2014
C	Revised to remove reference to Business Unit and replace with Triumph Group Company (s) Remove the AS9100 linkage	21 Apr 2017
D	Revised para. 7.2.2.1 and 7.3.6.2.2; added ref. doc Form SCMP 5.1(a)	12 Jan 2018
E	Add AS9100 Linkage and update Approvals (Authorizing Signature on File)	16 Nov 2018
F	Removed references related to Triumph Group Supplier Quality	14 Jan 2022

13. Approvals (Authorizing Signatures on File)