

Triton Manufacturing Suppliers Guideline Manual

Issued By: Bob Hale

Doc. No. PUR-2

Rev. No. 7

Approved By: Lesley Smith

Date: 04/27/16

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Triton



Manufacturing Company

The information contained herein is controlled and should be utilized only as authorized by, and in compliance with, Triton Manufacturing Company, Inc. policies. Suppliers are responsible for obtaining and using the current revision of this document. This guideline is accessible at:

<http://www.triton-mfg.com/supplerguidelinesmanual.pdf>

Triton and / or Triton's customer representative affords the right to verify at the supplier's premises that subcontracted product conforms to specified requirements. Verification by Triton or Triton's customer does not absolve the organization of the responsibility to provide acceptable products, nor shall it preclude subsequent rejections by Triton.

Supplier Name: _____

Supplier Acknowledgement (Signature): _____

Supplier Acknowledgement (Print): _____

Position: _____

Date: _____

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1.0 PURPOSE

This instruction supplements Triton Manufacturing Company purchase orders; it does not alter or reduce any active contractual requirements. This instruction establishes uniform guidelines for acceptable quality systems. Triton manufacturing Company, Inc will be referred to heron as Triton.

2.0 SCOPE

These guidelines apply to all Triton suppliers / subcontractors who provide product material, supplies and services to Triton. Triton requires all suppliers to be compliant to ISO 9001, or better, but prefers certification to the latest revision.

3.0 GENERAL REQUIREMENTS

- 3.1 Material suppliers / subcontractors are required to provide products and services that conform to current Triton drawings, specifications, and all supplied standards, such as ASTM, SAE, MIL applications, ETC. Suppliers / subcontractors shall use an acceptance criteria of zero defect tolerance on all products and services provided to Triton.
- 3.2 It is the supplier's / subcontractor's responsibilities to replace or sort any defective material discovered at Triton, and contain any suspect material at their facility.
- 3.3 Requirements specified on the PO, including the requirements of the Supplier Guidelines, shall be flowed down to sub-tier suppliers.

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- 3.4 The supplier shall assure that all items are correctly identified and are adequately packed and packaged to prevent damage or contamination to the products.
- 3.5 The supplier must meet all requirements on the Purchase Order, or have a signed deviation on record.
- 3.6 The Supplier shall maintain an inspection system that assures Triton that all items furnished has been inspected and/or tested (prior to shipment) to conform to Triton drawings, specifications and procurement documents.
- 3.7 Control of customer supplied material: Triton furnished tooling, gauges, test equipment or other property shall not be altered, reworked or modified without formal revision to the PO. Responsibility for the acceptability of Triton furnished materials, property and end-item products shall be vested in the Supplier.
- 3.8 Test Reports are raw material chemical and physical reports showing actual values. Raw material shipment will include a copy of a chemical and physical test report showing actual test values. Test reports shall reference manufacturer's lot, heat, or batch number. Both the test results and/or the certificate of compliance may be sent with the shipment, or transmitted electronically, separate from the shipment. For items that test reports are not applicable a Certificate of compliance must accompany the shipment.
- 3.10 Limited shelf life items: The supplier will identify each item (by unit container) with the following information:
- Date of manufacture (initial date critical life period established),
 - Expiration date (termination of usable life of product), and
 - Special storage and handling conditions to be observed by product user.
- NOTE: Date of manufacture and expiration date of product should be recorded on certification document and/or packing slip. Material is not acceptable with 25% or more of its shelf life elapsed without the approval from the Materials Manager.
- 3.11 Traceability: Material and processes used in the product supplied to Triton must be traceable to acceptance records. Raw materials used must be identified by a detailed description of material type, specification, heat number of other applicable information. Each unit of product delivered must be identified in such a way as to ensure traceability to the supplier's records.
- 3.12 Record retention: The supplier will retain on file, at their facility, objective evidence to substantiate their conformance of all supplied product or service to Triton. Physical records will be retained at a minimum of seven (7) years, or as specified by the respective

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Triton purchase order.

4.0 FRAUD AND FALSIFICATION

Triton's customers demand that all levels within the organization and supply chain adhere to the strictest of codes of conduct, specifically as it pertains to Fraud and Falsification. As such, Triton holds itself as well as all suppliers, regardless of products/services provided to this same standard. The following statement must be fully communicated to all levels within the seller's organization as well to all supplier and sub-suppliers:

“The recording of false, fictitious, or fraudulent statements or entries on this document may be punished as a felony under Federal Statutes including Federal Law, Title 18, Chapter 47.”

While it is not required, Triton would recommend that whenever possible, this statement is added to the supplier's own documentation internally.

5.0 SUPPLIER SELECTION AND APPROVAL PROCESS

- 5.1 Triton reserves the right to use a supplier/subcontractor for limited use period not to exceed 90days.
- 5.2 Triton may schedule a visit to the supplier's / subcontractor's production facility to evaluate existing production process equipment.
- 5.3 The Materials Manager has authority for approval of suppliers/subcontractors.
- 5.4 The Materials Manager and/or the Quality manager have the authority to disapprove a supplier based on quality and / or on time delivery.

6.0 PROCESS CHANGE NOTIFICATION

All suppliers / subcontractors must notify Triton of process changes prior to implementation. All requests must be made in writing to Triton Manufacturing Company's Materials manager using form PUR-3-01 (available at <http://www.triton-mfg.com/supplierchangerequest.pdf>). No process changes are allowed without prior authorization from Triton Manufacturing Company.

7.0 SUPPLIER / SUBCONTRACTOR PERFORMANCE EVALUATION

- 7.1 Triton Manufacturing Company reviews the supplier performance quarterly. Performance evaluations of suppliers will be judged 2 ways:

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- Late-delivery occurrences
- Nonconformance incidents

7.2 If a supplier / subcontractor fall below expectations, a corrective action will be issued. It is the suppliers / subcontractors responsibility to submit the corrective action with 10 business days.

8.0 SUPPLIER NONCONFORMANCE AND CORRECTIVE ACTION

- 8.1 When nonconformances are identified, the supplier / subcontractor may be required to respond to a corrective action when requested. Initial containment action at the supplier / subcontractor location is required upon notification.
- 8.2 Suppliers must notify Triton of nonconforming material prior to shipping and make arrangements for disposition if known.
- 8.3 Initial corrective action response is required within 24 hours. Periodical updates as the corrective action progresses are submitted to the Quality Manager or their quality representative.
- 8.4 Replacement or repair must be completed within 24 hours, unless otherwise agreed upon by the Materials Manager and the supplier.
- 8.5 Final corrective action response is required within ninety (30) days unless otherwise approved upon by the supplier and Quality Manager.
- 8.6 Cost recovery activities relating to nonconforming materials and services will be negotiated between Triton Manufacturing Company Materials Department and the supplier / subcontractor.

9.0 CODE OF CONDUCT

9.1 Triton has a reputation for fair dealing, and continuously strives toward ethical behavior. We encourage our employees to act in a lawful and respectable manner. Our employees are prohibited from engaging in any conduct that reflects adversely on the reputation and business of the company. At Triton we expect our suppliers to promote that same behavior at their company. Though a Code of Conduct statement or procedure is not required it is encouraged that your company follow the same format for conduct.

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Change Record

Revision	Description of Change
0	02-18-05 Initial Released
1	03-08-05 Added paragraph 5.4
2	08-20-05 Revised paragraph 5.4.
3	10-05-09 Revised paragraph 8.0 Suppliers to notify Triton of NCM's
4	11-05-09 Revised 7.0 and added paragraph 9.0
5	12-02-09 Paragraph 9.0 7 years was 2 years
6	12-07-09 Revised cover page, added 3.3 thru 3.13 and 7.2.
7	4-29-16 Changes made to performance evaluation, redundancies eliminated. Corrective action criteria changed time frames allowed. Re worded Fraud and Falsification statements. Changed title page to add signature position. Added Code of Conduct.