

Triton Manufacturing Suppliers Guideline Manual		
Issued By: Don Widner	Doc. No. PUR-2	Rev. No. 1
Approved By: Lesley Smith	Date: 03/08/05	Page 1 of 5

Triton



Manufacturing Company

SUPPLIER GUIDELINES MANUAL

The holder of this manual is cautioned that the information contained herein is controlled and should be utilized only as authorized by and in compliance with Triton Manufacturing Company, Inc. Policies. This manual is the property of Triton Manufacturing Company and shall be returned when requested to do so. Suppliers are responsible for obtaining and using the current revision of this document. This guideline is accessible at WWW.Triton-mfg.com.

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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.

2.0 SCOPE

These guidelines apply to all Triton suppliers / subcontractors who provide product material and material treatment to Triton Manufacturing Company. Triton encourages all suppliers to become certified to or comply with ISO: 9001:2000.

3.0 GENERAL REQUIREMENTS

3.1 Material suppliers / subcontractors are required to provide products and services that conform to current Triton Manufacturing Company drawings and specifications. Suppliers / subcontractors shall use an acceptance criteria of zero defects on all products and services provided to Triton Manufacturing Company.

3.2 It is the supplier's / subcontractor's responsibility to replace or sort any defective material discovered at Triton Manufacturing Company.

4.0 FRAUD AND FALSIFICATION (MILITARY APPLICATIONS)

4.1. Purchase order and activities that are within the jurisdiction of the Department of Energy and/or the Navy. Any knowing and willful act to falsify, conceal or alter a material fact, or any false, fraudulent or fictitious statement or representation in connection with the performance of work under this purchase order may be punishable in accordance with applicable Federal Statutes.

4.2. Seller agrees that all employees engaged in the performance of this purchase order will be, if they have not been previously, informed in writing prior to commencing performance of work under this purchase order that there is a risk of Federal criminal penalties associated with any falsification, concealment or misrepresentation in connection with work performed under this purchase order. Seller agrees that a signed statement shall be, if it has not been previously, obtained from said employees prior to their commencing performance of work under this purchase order that they have been so informed. Such statements shall be retained by the seller for at least three years after final payment on this purchase order. An acceptable form for such a statement is substantially as follows:

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“This company/division/department/branch performs work under contracts which are within the jurisdiction of departments of the United States Government. Some of the work performed under these contracts affects the national security of the United States and the requirements of these contracts are designed to ensure that essential attributes of the work are carefully checked or inspected and that records accurately reflect the results of all work. Any falsification, concealment or alteration of any material fact, or any false, fraudulent or fictitious statement or representation in connection with the work under any contract within the jurisdiction of the Government is not only prohibited by company policy, but may also be punishable under Federal Law. Please acknowledge by your signature that you have read and understand the above.”

Seller must also agree to include the following statement preprinted on each manufacturing, inspection or test record used in conjunction with the subject subcontract:

“Note: The recording of false, fictitious or fraudulent statements or entries on this document may be punishable as a felony under Federal Statute.”

Seller shall include all provisions of this Article including this sentence in all lower-tier contracts under this order. Any inability or unwillingness of a lower-tier supplier to comply with this provision should be documented in writing and submitted to the Prime Contractor.

5.0 SUPPLIER SELECTION AND APPROVAL PROCESS

5.1 Triton Manufacturing Company Purchasing Dept. reserves the right to use a supplier/subcontractor for limited use (90days) pending response to self survey and/or scheduling of an on-site audit at the supplier facility, or receipt of quality system certification by an accredited third party registrar.

5.2 Pending urgency of a supplier issue, the issue, disposition and related time lines will be discussed during management reviews. Actions from management review will include what will be done, who’s assigned and task completion date.

5.3 Triton Manufacturing Company Purchasing Department may schedule a visit to the supplier’s / subcontractor’s production facility to evaluate existing production process equipment.

5.4 Purchasing Manager, in conjunction with the Quality Manager, has authority for approval of suppliers / subcontractor prior to placing business.

6.0 PROCESS CHANGE NOTIFICATION

6.1 Supplier / subcontractor must notify Triton Manufacturing Company of process changes prior to implementation. All requests must be made in writing to Triton Manufacturing Company’s purchasing manager. ([Pur 3-01](#)) No process changes are allowed without prior authorization from Triton Manufacturing Company and our customers.

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7.0 SUPPLIER / SUBCONTRACTOR ASSESSMENT

7.1 Triton Manufacturing Company reviews the supplier performance. Performance is defined as number of nonconforming incidents received each month. Performance is reviewed in top management scheduled management review meetings.

8.0 QUALITY SYSTEM ASSESSMENT

8.1 Triton Manufacturing Company Purchasing department will issue a self-assessment to the supplier. (Form [Pur-3-02](#))

- Triton Manufacturing Company reviews the assessment and approves the supplier. A supplier / subcontractor not meeting the minimum requirements must correct the cited deficiencies before a “PASS” rating can be given. A resurvey of the deficient areas will take place after corrective action has been verified.

9.0 SUPPLIER NONCONFORMANCE REPORT AND SUPPLIER CORRECTIVE ACTION

9.1 When nonconformances are identified, the supplier / subcontractor may be required to respond to a corrective action request when requested. Initial containment action at the supplier / subcontractor location is required upon notification.

- Initial corrective action response is required within 48 hours. Periodical updates as the corrective action progresses are submitted to the Quality Manager.
- Final corrective action response is required within ninety (90) business days.
- Cost recovery activities relating to nonconforming materials and services will be negotiated between Triton Manufacturing Company Purchasing Department and the supplier / subcontractor.

9.2 All corrective actions are reviewed and closed by the Quality Manager.

Change Record

Revision	Description of Change
0	02-18-05 Initial Released
1	03-08-05 Added paragraph 5.4