

<b>Triton Manufacturing Suppliers Guideline Manual</b>		
Issued By: Don Widner	Doc. No. PUR-2	Rev. No. 6
Approved By: Lesley Smith	Date: 12/07/09	Page 1 of 6

# Triton



**Manufacturing Company**

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](http://WWW.Triton-mfg.com).

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

Supplier: \_\_\_\_\_

Supplier Acknowledgement \_\_\_\_\_

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.

## **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 one of the following standards ISO-9001 – 2008 / AS-9100

## **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.
- 3.3 Requirements specified on the PO, including the requirements of the Supplier Guidelines shall be flowed down to sub-tier suppliers.**
- 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 items or their markings.**
- 3.5 The supplier must meet all requirements on the Purchase Order.**
- 3.6 Triton and or Tritons customer representative affords the right to verify at the supplier's premises that subcontracted product conforms to specified requirements. Verification by Triton or Tritons customer does not absolve the organization of the responsibility to provide acceptable product, nor shall it preclude subsequent rejections by Triton.**
- 3.7 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.**

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**3.8 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 material and property and of end-item product shall be vested in the Supplier.**

**3.9 Test Reports: Raw Material Chemical and Physical Test Reports Showing Actual Values. Each Supplier’s shipment will include one copy of chemical and physical test reports showing actual test values if applicable. Test reports shall state actual test values. Test reports shall reference manufacturer’s lot, batch or heat/melt number.**

**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)  
 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 shipper. Material is not acceptable with over 25% of shelf life expired with out the written approval from the Purchasing 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 on (7) seven years or as specified by the respective TRITON purchase order.**

**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.

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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:

“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 punished as a felony under Federal Statues including Federal law, Title 18, Chapter 47.”

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 shall be documented in writing and submitted to Triton.

**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)
- 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.

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5.4 Purchasing Manager has authority for approval of suppliers/subcontractor once suppliers/subcontractor submits quote and acknowledges capability to meet both specifications, delivery schedules, and has acknowledged the receipt of the Supplier Guidelines Manual.

**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.

**7.0 SUPPLIER / SUBCONTRACTOR PERFORMANCE EVALUATION**

7.1 Triton Manufacturing Company reviews the supplier performance quarterly. Performance is defined as number of both nonconforming incidents late occurrences. Performance is scored 1 thru 4.

0-1 occurrences: No action.

2-3 occurrences: Notification to supplier, corrective action may be requested.

Greater than 4: Corrective action requested.

**7.2 The Purchasing Manager has the authority to remove suppliers from the approved supplier list where performance is not acceptable and corrective action has not been submitted or is not effective. The review of performance occurs each quarter and the Purchasing Manager may remove the supplier for the approved supplier list at that time. Certain factors and conditions will be considered prior to removing suppliers from the approved supplier list.**

**8.0 SUPPLIER NONCONFORMANCE AND CORRECTIVE ACTION**

- 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.
- Suppliers must notify Triton of nonconforming material prior to shipping and make arrangements for disposition.
- Initial corrective action response is required within 7 days. Periodical updates as the corrective action progresses are submitted to the Quality Manager.
- Final corrective action response is required within ninety (90) business days unless otherwise approved upon by the supplier and quality manager.

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- Cost recovery activities relating to nonconforming materials and services will be negotiated between Triton Manufacturing Company Purchasing Department and the supplier / subcontractor.

### **Change Record**

<b>Revision</b>	<b>Description of Change</b>
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.