



# **SUPPLIER MANUAL**

# **TRINITY SUPPLY CHAIN SOLUTIONS**

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# TRINITY SUPPLY CHAIN SOLUTIONS

## SUPPLIER MANUAL

### 1.0 PURPOSE

The purpose of this document is to provide information to sub-contractors regarding **Quality Requirements** including Initial Sample Inspection Reports (**ISIR**), Production Part Approval Process (**PPAP**) or Part Approval Process (**PAP**), and Non-Conforming Product, and defines the **General Business Guidelines** to be used in the business relationship between Trinity Supply Chain Solutions and its sub-contractors. This document should explain and clarify Trinity Supply Chain Solutions' expectations of its sub-contractors.

### 2.0 SCOPE

This document applies to all Trinity Supply Chain Solutions sub-contractors of products and services. **Trinity Supply Chain Solutions, Trinity Logistics Corporation** and **Trinity** are the same business entity for the purposes of this document. This document is not intended to replace or override Trinity Supply Chain Solutions' Terms and Conditions. In any conflict in meaning between the two documents, the wording and intent in the Terms and Conditions shall rule. Trinity Terms and Conditions appear on the reverse of all original purchase orders, on the iSupplier website, or are available upon request.

### 3.0 QUALITY REQUIREMENTS

#### 3.1 General Quality Requirements

**3.1.1 ISO Registration.** All fully approved Trinity Supply Chain Solutions sub-contractors are required to be **ISO** registered (preferred), or **ISO** compliant (minimum requirement). **ISO** compliant is defined as having a quality system in place that could satisfy an **ISO** systems audit, or actively working toward implementing such a quality system. Sub-contractors will not be fully approved until at the **ISO** compliant level. Note: Registration at the **QS** or **TS** level satisfies this requirement.

It is recognized that "Small Shop" type sub-contractors may not be able to meet these criteria. A simplified Quality System may be considered for compliance if it is demonstrated that acceptable quality standards can be maintained. Such a quality system must be capable of providing parts to an **ISIR** sample submittal level, and maintaining and providing quality records which insure that all production parts are acceptable for use as intended. These quality records would include:

- Production inspection records including document and data control.

- Receiving inspection records (material certifications, heat treat certifications, plating and baking/Hydrogen Embrittlement certifications.
- Purchasing control (Quotes, revisions, and specifications sent to sub-suppliers.)
- A corrective action system.

**3.1.2 Blueprint Specifications.** It is expected that all product will be produced to blueprint specifications unless deviated in writing by Trinity Supply Chain Solutions. Standard, non-design specific product will be inspected to established industry standards for each product type. Examples of such industry standards would be:

- **DIN**
- **ISO**
- **ANSI**
- **SAE**
- **IFI**
- **USS**
- **JIS**
- **ASTM**
- **ASME**

**3.1.3 Plated and Baked Product.** Plated and baked product must be processed to all appropriate specifications and industry standards. Due to the critical role these processes have in causing hydrogen embrittlement, it is expected that regular testing and inspection will occur and records will be maintained and available for review by Trinity upon request.

**NOTE: Steel products heat treated to a hardness of HRC 32 or greater must be plated, baked and certified to the print specifications supplied with the Purchase Order / Blanket Release. All such product MUST be baked IMMEDIATELY after plating. Baking is REQUIRED even if not specifically called out on the print. Mechanical plating may be required. Any questions regarding this material should be reviewed with your Trinity purchasing representative prior to processing an order.**

**3.1.4 Head Markings.** Manufacturers registered head markings must be applied to all products as required by the Fastener Quality Act (P.L. 101-592 as amended), and where required, Trinity Supply Chain Solutions shall be provided with a record of conformance for the lot(s) of fasteners provided. Industry standard grade markings shall be applied to all graded fasteners which are commonly so marked. In some instances, head markings specific to Trinity Supply Chain Solutions may be required. Details of such head markings will be provided with the Purchase Order / Blanket Release.

## **3.2 ISIR and PPAP (PAP) Policy**

The purpose of this policy is to ensure that Trinity Supply Chain Solutions and its sub-contractors have the capability to produce and supply parts to specification on a consistent basis. The **ISIR** process ensures that each production part meets all specifications and part requirements, and is

acceptable for use by documenting initial part inspection results, and material/plating/baking certifications.

The **PPAP (PAP)** process additionally ensures that the manufacturing and supply process is capable and stable. Trinity Supply Chain Solutions' customer requirements dictate the level of sample submittal. These requirements may be **ISIR** only, or may be full **PPAP (PAP)**. Sample submittal requirements will be explained at the time the Purchase Order, Blanket Agreement & Blanket Release or contract is placed.

### 3.3 **ISIR Process**

Sub-contractors may be required to submit either an **ISIR** or **PPAP (PAP)** whenever any of the following conditions exist:

- **Initial** submission of a production part
- Engineering changes
- Tooling changes
- Correction of Discrepancy (If requested)
- Change in material
- Sub-supplier or material source change
- Change in manufacturing process
- Change in manufacturing location

The default form of submittal shall be the **ISIR** plus **CONTROL PLAN** unless an alternate form is requested by Trinity Supply Chain Solutions purchasing. Reports must include:

- Manufacturers lot numbers
- Material heat numbers
- Trinity Purchase Order / Blanket Release number
- Trinity part number

Sub-contractors who out-source any processes shall be responsible that all quality standards are maintained for those processes, and must insure that all print and specification requirements are met. Inspection data and quality records for all out-sourced processes must be available to Trinity personnel upon request.

**ISIRs** shall contain the following:

- Full dimensional layout of three (3) parts randomly pulled from a minimum of fifty (50) production parts, or from the entire production lot if less than fifty pieces.
- Material Designation and Chemistry Certification
- Heat Treating Certifications
- Finish or plating certifications including baking if required
- Any additional customer-specific supporting data or documentation requested at time of order.
- Any performance testing as required by the referenced industry standard

A CONTROL PLAN is an outline used to identify and define critical inputs for a manufacturing process to assure that the process will be successfully and acceptably produced. It is a statement of how an organization: produces final product by operation; plans to monitor performance; identifies data requiring collection along with the frequency of collection; and lists with any control limits that designate acceptable performance.

### 3.4 **PPAP (PAP) Process**

Based on customer requirements, Trinity Supply Chain Solutions may be required to complete a full **PPAP (PAP)** submission rather than an **ISIR** only submission. If so required, sub-contractors shall also be required to provide all data, reports, and test results as requested. Details of all requirements will be provided when the Purchase Order or Blanket Agreement & Blanket Release is placed, and will be based upon Trinity Supply Chain Solutions customer requirements. **PPAP (PAP)**'s shall include all **ISIR** requirements plus all or some of the following:

- FMEAs
- Control Plans
- Process Capability (statistical studies)
- Measurement system Analysis (gage R & R)
- Any additional customer-specific supporting data or documentation requested at time of order.

### 3.5 **Sample Submission Requirements**

**ISIR** and **PPAP (PAP)** samples should be submitted along with shipment of production parts unless sample submission prior to the first production shipment is requested or approved by Trinity Supply Chain Solutions purchasing. NOTE: **ISIR/PPAP** samples and production parts may ship to different locations. **Production parts must ship per the Purchase Order / Blanket Release "SHIP TO" instructions.** Unless instructed otherwise, **ISIR/PPAP** samples should be sent to:

**Trinity Supply Chain Solutions**  
**ATTN: Director of Quality and Engineering**  
**730 Clay Street**  
**Muscataine, IA. 52761**

Samples shall be:

- Individually marked or tagged so that they can be matched to the layout paperwork. Purchase Order or Blanket Agreement & Blanket Release number must be included in paperwork.
- Packaged with corresponding submission paperwork in such a manner that the samples and paperwork remain together.
- Clearly identified as **ISIR** or **PPAP** samples and paperwork.
- If shipped with production, the samples must **not** be located inside the production packaging.

### 3.6 **ISIR/PPAP (PAP) Charges**

Trinity Supply Chain Solutions will not assume any costs from sub-contractors associated with submittals of **ISIRs** or **PPAP (PAP)**'s. All such costs are considered to be part of the normal business costs of complying with current established industry quality standards. In certain instances, Trinity may accept reasonable charges for these requirements only if approved, in writing, by Trinity purchasing prior to processing of an order. Charges not included at time of quotation will not be approved.

#### **4.0 NON-CONFORMING PRODUCT POLICY**

##### **4.1 Quality Level**

Unless otherwise agreed upon in writing by Trinity Supply Chain Solutions purchasing, Sub-contractors are required to provide product at an outgoing quality level of **800 PPM** (Parts per Million) or less. The formula to be used for this calculation is number of rejected parts divided by the total number of supplied product shipped times 1,000,000.

Number of rejected parts is determined by lot size. For example, if 50 pieces of a 500 piece lot are rejected, the entire lot of 500 is counted as rejected.

***Example:***

50 pieces of a 500 piece lot are rejected. The total number of pieces shipped to Trinity of all part numbers was 800,000 during the quarter.

500 divided by 800,000 X 1,000,000 = 625. Quality level would be 625 PPM.

Sub-contractors are expected to monitor their quality level performance for Trinity, and submit quarterly reports to purchasing in Davenport, Iowa.

##### **4.2 Non-Conformance Timing**

In the event of a rejection or quality related issue, Sub-contractors will be notified promptly by Trinity purchasing or QA department. The sub-contractor shall submit containment action and sorting/disposition instructions within **24 hours** of notification of a problem. If containment action and sorting/disposition instructions cannot be determined within 24 hours, the sub-contractor response must include detailed actions being taken to review and finalize the issue, and expected timing of the final response. Unless otherwise instructed, this communication should be routed to the Trinity department that issued the notification.

**NOTE: If instructions are not received within the 24 hour time limit, Trinity Supply Chain Solutions may initiate sorting/disposition actions with charges to be the responsibility of the sub-contractor.**

Choice of disposition and sorting actions shall be at the discretion of the sub-contractor unless production or business requirements at Trinity Supply Chain Solutions dictate otherwise. Trinity Supply Chain Solutions shall retain right of final approval of any such actions.

##### **4.3 Non-Conformance Charges**

Sub-contractors, at the discretion of Trinity Supply Chain Solutions, may be charged for all or some portion of any non-conformance as follows:

- Administrative fee per occurrence Actual charge per occurrence
- Sorting cost by Trinity employees \$25.00 per hour per person
- Sorting at Trinity customer location To be determined by customer.
- Freight charges Actual charges per occurrence
- Customer Line down charges Actual charges per occurrence
- Miscellaneous charges Actual charges per occurrence

Actual charges will be negotiated by Trinity and the sub-contractor on a case by case basis.

#### 4.4 **SUB-CONTRACTOR CORRECTIVE ACTION REPORT (SCAR)**

A **SCAR** (Sub-contractor corrective action report) may be required for a single occurrence or for repeated occurrences of the same or similar quality issues. A **SCAR** may be issued in any of the following instances:

- Any successive non-conformance of the same part from a sub-contractor. The Director of Engineering and Quality may initiate a **SCAR** for a single instance based on the magnitude of the non-conformance.
- A non-conformance of a new item from a sub-contractor.
- A non-conformance within the first three receipts of a new sub-contractor.
- A non-conformance resulting in failure to meet the chemical or mechanical properties required.
- Failure to meet delivery requirements of 100% shall be treated as a non-conformance and multiple occurrences may require completion of a **SCAR**.

**SCARs** are initiated by Trinity Supply Chain Solutions Quality Assurance department and coordinated through purchasing.

- **Initial** response to a **SCAR** including discrepant material containment, and short term corrective action(s) must be submitted within **24 hours**.
- A completed **SCAR** including root cause and long term corrective action(s) must be submitted within **10 working days**.

#### 4.5 **Certified Product**

Until a permanent corrective action has been implemented for a non-conformity, sub-contractors may be required to provide certified product to Trinity Supply Chain Solutions. Requests for certifying product will be initiated by Trinity Quality Assurance and coordinated through purchasing. Certified product shall be marked, usually on the carton or product packaging, as having been 100% certified for the specific non-conformance. Marking requirements shall be determined by Trinity Quality Assurance and will be based on customer requirements.

## 5.0 **GENERAL BUSINESS GUIDELINES**

### 5.1 **Communications.**

Business to business communications is increasingly making use of electronically generated and transmitted documents or records. While fax and email are commonly used, the preferred method of communication is through the use of iSupplier, our web-based order management system. Transmission of fax, email, and iSupplier records, both to and from Trinity, shall constitute an electronic signature validating the record.

## 5.2 **Terms and Conditions.** (Refer to Attachment C)

Usual practice is for contract Terms and Conditions to appear on the reverse of Purchase Orders / Blanket Releases. Since Trinity Supply Chain Solutions Purchase Orders / Blanket Releases are generally transmitted electronically or faxed, the Terms and Conditions are not included with each Purchase Order / Blanket Release. For the suppliers using iSupplier, Terms & Conditions are always available as a linked document within iSupplier. For the suppliers not using iSupplier, a copy of these Terms and Conditions will be made available to all sub-contractors on an annual basis, upon sub-contractor request, or anytime a change occurs. These Terms and Conditions shall be considered part of any Purchase Order or Blanket Agreement & Blanket Release or contract issued by Trinity.

Note: Some topics discussed in the body of this Sub-Contractor Guidelines document may also be addressed in Trinity Supply Chain Solutions Terms and Conditions. In any conflict in meaning between the two documents, the wording and intent in the Terms and Conditions shall rule.

## 5.3 **Requests for Quotation.** (Refer to Attachment B)

In order for Trinity Supply Chain Solutions to respond to its customers in a timely manner, **initial** response to any Request For Quotation (RFQ) is expected within **3 working days**. Verbal responses should be confirmed in writing. Initial responses, if pricing and delivery information is not available, should at a minimum, acknowledge receipt of the **RFQ** and include an expected quotation date. All requested information should be provided.

Prices should be quoted for all requested quantity breaks if possible. In addition, if the sub-contractor has standard quantity breaks, or can suggest quantities other than those requested that will provide costs savings to Trinity, those prices should also be included in the quotation. If reasonably larger quantities than requested can be purchased at a significant cost savings, those quantities should also be quoted.

**IMPORTANT: All quoted exceptions to prints and specifications must be clearly noted and approved in writing by Trinity prior to production.**

**5.3.1 No Quotes/No Bids:** If no-quoting an item, a detailed explanation should be provided so that Trinity purchasing can better understand the sub-contractors capabilities and product lines.

**5.3.2 Design Change Suggestions:** If reasonable design changes would result in cost savings, or if the sub-contractor has a standard part similar to the item being quoted, Trinity will consider all

such proposals as long as form, fit or function are not compromised. If possible, the sub-contractor should quote the item “to print” and also with suggested changes.

**IMPORTANT: All exceptions to prints and specifications must be clearly noted and approved in writing by Trinity prior to production.**

#### 5.4 **Acknowledgments.**

Written acknowledgements are required for all Purchase Orders or Blanket Agreement & Blanket Releases. **Initial** response is expected within **24 hours**. International sub-contractors initial responses are expected within **48 hours**. It is the sub-contractors responsibility to review all print requirements including those contained within the specifications shown on the print.

The delivery date shown on Purchase Orders / Blanket Releases is the date the product should arrive at the Trinity “Ship To” location. Sub-contractors are expected to allow for normal transit time, dock to dock, when shipping. This delivery date is referred to as the “SHIP TO ARRIVE BY” date.

**Acknowledgements shall contain the following:**

- **Price confirmation.** The acknowledgment shall indicate that the price shown on the order is acceptable, or if not, the reason for the price change must be explained.
- **Delivery date confirmation.** The acknowledgment shall indicate that the ship to arrive by date shown on the order is acceptable, or if not, a new ship to arrive by date must be given.
- **Ship to address.** Trinity Supply Chain Solutions has multiple “ship to” locations. In addition, Trinity may require that product be drop shipped to other locations. The acknowledgments shall indicate that the order will ship to the location as shown on the Purchase Orders / Blanket Releases.

**NOTE: Shipments misdirected to an incorrect location will result in a chargeback in an amount equal to actual shipping and handling costs incurred in redirecting the product to the correct location, or a minimum amount of \$75.00.**

- **Print/specification confirmation.** The acknowledgment shall indicate that the sub-contractor has reviewed the print, and has all necessary specifications available to process the order. It is the **sub-contractors responsibility** to notify Trinity purchasing if they do not have all necessary specifications.
- **Purchase Order / Blanket Release Changes.** Changes to a Purchase Order / Blanket Release may result in the cancellation of the order. Sub-contractors should confirm that any changes to a Purchase Order / Blanket Release, print, or specifications are acceptable to Trinity prior to proceeding with the order.

#### 5.5 **Delivery.**

All deliveries are expected to be **100% on-time** based on ship to arrive by dates agreed upon when the Purchase Order, Blanket Agreement & Blanket Release, or contract is issued and acknowledged. On-time for **North American sub-contractors** is defined as “**5 working days prior/0 days after**” agreed upon ship to arrive by date.

On-time for **International sub-contractors** is defined as “**2 weeks prior/ 0 days after**” agreed upon ship to arrive by date to allow for variations in filling and shipping international shipping containers.

**Important: Unless prior arrangements are made with Trinity purchasing, invoices for unauthorized early shipments may not be paid until the original due date. All payment terms will be effective as of the original due date and not the early ship date.**

It is the **sub-contractors responsibility** to inform Trinity Supply Chain Solutions of any change in ship to arrive by dates. Trinity will agree to the newly negotiated ship to arrive by date if possible. In the event that the sub-contractor ships product 2 weeks or more after the agreed upon ship dates, Trinity reserves the right to request pre-paid expedited ground, or air shipment of the product.

If Trinity experiences extraordinary costs due to a late shipment, all such costs may be passed through to the original sub-contractor. Examples of extraordinary costs would be additional or increased transportation charges, increased costs for replacement items from another sub-contractor, or additional handling costs.

Sub-contractors are expected to monitor their delivery performance for Trinity, and submit quarterly reports to purchasing in Davenport, Iowa.

All North American sub-contractors are expected to ship using carriers specified in the Trinity routing instructions. Current Routing Instructions are available from Trinity purchasing.

## 5.6 **Drop Shipments.**

It is possible that North American sub-contractors will be asked at times to drop ship product for Trinity Supply Chain Solutions. This product may ship to another sub-contractor location, or directly to a Trinity customer. All requested paperwork such as packing lists, and shipment tracking information must be forwarded to purchasing in Davenport, Iowa, by either fax or electronic transmission, as soon as available and no later than 24 hours after shipment.

Note: The BILL TO address will always be Trinity Supply Chain Solutions, Davenport, Iowa. A SHIP TO address change to another Trinity location does not constitute a drop shipment.

## 5.7 **Product Packaging.**

Trinity Supply Chain Solutions requires products to be packaged in such a way to insure product will be delivered intact, and in usable condition. Each package must be clearly labeled in English to **AIAG** standards using barcode symbology **Code 39 (Full ASCII)**.

If any of the “Mandatory” bar code label fields shown below are not available, notify Trinity purchasing. Inability to supply properly formatted bar code labels may affect the amount of business placed with a sub-contractor.

**The label fields are as follows (Refer to Attachment A):**

- Ship date of product (optional)
- Trinity Purchase Order number / Blanket Agreement number (mandatory)
- Trinity Blanket Release number (mandatory, Blanket orders only)
  - This requires a separate field on the packing slip/label and is not to be a suffix of the PO #
- Package Quantity (mandatory)
- Supplier name (mandatory)
- Supplier part number (optional)
- Country of Origin (mandatory)
- Box number and total boxes per shipment. EX: Box 1 of 4. (optional)
- Package net weight (mandatory)
- Trinity 7 digit part number (mandatory)
- Item description (mandatory)
- Suppliers lot number (mandatory on package, optional on pack slip)
- Manufacturing lot number (if applicable) (optional)
- Manufacturers material heat number (if applicable) (optional)

In addition:

- **Partial count cartons or packages must be clearly identified.**
- Item number and weight per container must appear on all packing lists.

Unless product dimensions dictate otherwise, pallet (skid) size should be:

- 32" X 32" minimum
- 40" X 40" maximum
- Four (4) way entry pallets if available
- Please limit total weight per pallet so that it does not exceed 1500 lbs.
- Pallets are not to be double stacked in shipment

If product packing requirements dictate that pallet sizes outside of these dimensions are necessary, or causes excessive weight per pallet, the sub-contractor must notify Trinity purchasing and request approval for the shipment.

In accordance with Animal and Plant Health Inspection Service **(APHIS)** regulations, all pallets/wood packaging materials must be approved for use and free from infestations, and so marked to comply with current regulations. (Refer to IPPC ISPM#15.) Fumigation/approved treatment certification may be required.

**5.7.1 Secondary Services Packaging.** Sub-contractors who provide secondary services such as plating and heat treat may receive product packed in labeled cartons containing specific carton quantities. It is expected that after processing, the product will be repacked in the same or

equivalent labeled packaging with the correct piece count in each carton. If this is not possible, the sub-contractor must include shipping paperwork with all shipments that clearly identifies:

- The product
- Purchase order number
- Total number of pieces being shipped.

## 5.8 **Cost Reduction.**

In today's highly competitive business environment, it is Trinity Supply Chain Solutions obligation and goal to control and reduce costs wherever possible. Annual goals will be established and shared with selected sub-contractors. It is expected that all sub-contractors will assist Trinity in achieving these goals through cost reduction and cost avoidance programs of their own, along with continuous improvement in supply chain management, and manufacturing efficiencies.

## 5.9 **Continuous Improvement.**

Selected sub-contractors shall participate with Trinity Supply Chain Solutions in a continuous improvement program. Trinity and the sub-contractor will establish agreed upon performance goals, and will provide quarterly feedback to each other which details actual performance versus established goals.

Goals to be measured, tracked, and reported may include all or some of the following:

- Quality (Parts per Million)
- Quality (Number of rejection occurrences and SCAR responsiveness)
- Delivery (Percent on time, number of early and late occurrences)
- Pricing (Competitiveness) and cost reductions
- Responsiveness/lead time
- Business relationship

## 5.10 **Sub-contractor Evaluation Criteria**

Trinity Supply Chain Solutions will evaluate and manage selected sub-contractors based on the following quality and delivery criteria:

The **Quality Rating** is determined by **year to date PPM** measurement as shown below.

<b><u>From PPM</u></b>	<b><u>To PPM</u></b>	<b><u>Rating</u></b>
0	800	Preferred
801	1,600	Approved
1,601	And over	Conditional

(For PPM calculation details, see section 4.1)

The **Delivery Rating** is determined by the **year to date percentage of on time delivery** as shown below.

<b><u>From Delivery %</u></b>	<b><u>To Delivery %</u></b>	<b><u>Rating</u></b>
96.5%	100%	Preferred
94%	96.4%	Approved
93.9%	And less	Conditional

The **Overall Sub-contractor Rating** will be the **LOWER** of the delivery rating and the quality rating. For example: a quality rating of APPROVED and a delivery rating of CONDITIONAL would generate an overall rating of CONDITIONAL.

Additional rating criteria as shown in Continuous Improvement (section: 5.9) may also be included for selected sub-contractors and used to determine the overall rating. Parameters for criteria other than quality and delivery will be agreed upon by the sub-contractor and Trinity prior to inclusion in the overall rating.

#### **5.11 Business Conduct.**

Trinity employees pledge to conduct business with all sub-contractors by adhering to the highest ethical, moral, and legal standards. To ensure this, Trinity Supply Chain Solutions has a “**no gift**” policy for all employees. This includes food items sometimes sent during holiday seasons. It is recognized that, in the world community, some business cultures engage in the exchange of gifts with business partners. The Trinity policy of no gifts is not, in any way, suggesting that such gift exchanges are an indication of impropriety in those cultures.

Trinity Supply Chain Solutions also expects that all sub-contractors, both USA and foreign based, will comply with all laws and regulations applicable to their businesses in their country of operation, along with all laws and regulations governing international commerce.

#### **5.12 Confidentiality.**

During the normal course of business, Trinity Supply Chain Solutions will make prints, specifications, and other documents available to its sub-contractors. Some of these documents may contain confidential information proprietary to Trinity and its customers. It is required that all such documents be used only for the express purpose intended, and only for the benefit of Trinity Supply Chain Solutions and its customers. Further, all such documents may or may not be marked as being confidential in nature, but all should be treated in the same confidential manner. If questions arise regarding the appropriateness of use of these documents, contact Trinity Purchasing for approval before proceeding.

#### **5.13 Environmental Protection.**

Trinity Supply Chain Solutions assumes that all sub-contractors will comply with all national, state, and local environmental regulations which apply to their operations. It is also assumed that

International sub-contractors will comply with all applicable regulations regarding the importation of product into this country including approved treatment of wood based packaging and shipping materials.

**5.13.1 RoHS Compliance:** As industry transitions to more environmentally friendly plating and materials, sub-contractors are expected to supply product to current prints and specifications. In the event that product cannot be provided to prints and/or specifications, sub-contractors are expected to notify the buyer shown on the Purchase Order / Blanket Release and obtain approval for the deviation prior to processing the Purchase Order / Blanket Release. For example, do not assume that a trivalent chromate finish is an acceptable alternate finish if the prints and specifications indicate a hexavalent chromate finish.

#### **5.14 Suggestions.**

Trinity Supply Chain Solutions is committed to developing solid, long term relationships with its sub-contractors. We are always seeking ways to improve quality and delivery; improve communications; reduce costs; and generally improve the efficiency of both day to day and long term operations. All suggestions, feedback, or ideas are welcomed and will be given serious consideration.

#### **5.15 Tooling Bailment Agreements.**

A “Tooling Bailment Agreement” is a document that clarifies tooling ownership and responsibilities, and allows Trinity to manage tooling assets efficiently.

Tooling purchased and owned by Trinity and physically located on the sub-contractors premises must be clearly identified as Trinity property. In addition, sub-contractors are expected to complete and return a tooling bailment agreement which will accompany the initial Purchase Order for the tooling purchase.

#### **5.16 Risk Mitigation.**

Unfortunate world events could have potentially significant effects upon Trinity’s ability to maintain the flow of material through the supply chain. Examples include transportation strikes, weather related disasters, and disruptions caused by terrorists activities or serious political instability in some areas of the world.

In order to reduce the effects of such events sub-contractors are expected to provide risk mitigation strategies which review potential interruptions in supply and propose alternate means of maintaining the flow of material. Sub-contractors are also expected to provide alternate methods of communications in the event that normal channels for communication are interrupted for a significant length of time.

Attachment A:

# TRINITY LOGISTICS CORPORATION

SHIP DATE  
09-NOV-2006



TLC PO# 12345678



PO Release # 4



QTY 500

**ACE FASTENER SUPPLY**

SUPPLIER PART#  
1234567890123456789012345

COUNTRY OF ORIGIN

**USA**

BOX 1 OF 4

Weight 60

**TLC PART 1001014**



1/4 - 20 X 1/2" HEX HEAD CAP SCREW SAE GR 5 J429 ZNYEL

SPL LOT# 12345678901234567890



MFG LOT# 12345678901234567890



MFG HEAT# 12345678901234567890

