

Terms and Conditions, (2017)

Mires Machine Co., Inc. (Mires)

The following requirements apply based on the Purchase Order received from Mires

PACKING AND SHIPPING. Supplier must prepare/package product for Mires to prevent shipping damage and deterioration.

SHIPMENT/DELIVERY. Shipments or deliveries, as specified in a Mires Purchase Order, shall be in accordance with quantities and schedules. It is recommended that the Supplier notify Mires of any anticipated delay and make other arrangements. Supplier shall prepare and package product for Mires to prevent damage and deterioration during shipping.

FURNISHED MATERIALS BY MIRES. All materials furnished by Mires are to be returned with the product upon completion of the order unless other arrangements have been made.

NON-CONFORMING MATERIAL. For material supplied by Mires, supplier must notify Mires of any nonconforming product and make arrangements for approval if submitting any nonconforming product.

SUBCONTRACTING/APPROVED SUPPLIERS. Suppliers are requested to be in conformance with AS9100 or equivalent.

Supplier must notify Mires of any changes to facility location, movement of subcontracted services from one supplier to another and changes in management. Prior to subcontracting, Mires must be contacted for approval. Suppliers may only use Mires-approved suppliers. All applicable requirements in the Mires Purchase Order must be flowed down to the sub-tier suppliers including key characteristics where required. Any Mires Supplier may subcontract Mires work to another supplier provided that Mires is provided with the same rights and protection as contained in the Right of Entry clause.

RIGHT OF ENTRY. Supplier shall allow Mires representatives, Mires customers, statutory and regulatory agencies right of entry into the applicable areas of Supplier's facilities and the entire supply chain to verify all processes and records.

QUALITY. Supplier shall provide and maintain an inspection system which will assure that all delivered products conform to Purchase Order requirements, whether manufactured or processed by the supplier or a sub-tier supplier. Supplier shall maintain controls and perform all inspections and tests required to substantiate product conformance to Purchase Order requirements. If not specified in the Purchase Order, contact Mires for required revision of drawings, specifications and other requirements. Supplier is required to notify Mires of changes in product and/or process definition to obtain Mires approval prior to such changes.

INSPECTION AND TEST EQUIPMENT. Supplier shall maintain inspection and test equipment to assure calibration traceable to a known national or international standard. Calibration records must be maintained and made accessible to Mires, if required.

FOREIGN OBJECT DAMAGE. Supplier shall control/prevent foreign object damage or contamination during manufacture, assembly, inspection and/or shipment. The FOD program requirements must be made accessible to Mires upon request.

RECORDS. The Supplier shall maintain records of work performed for Mires. Records shall include the COC provided to Mires as well as records that support the certificate. Records must be available to Mires upon request. Records must be maintained for a minimum of ten (10) years. Disposition required is; a) hard copy records – shred, b) electronic/digital files – delete.

CERTIFICATIONS. Supplier must provide certificate of conformance that ensures that all requirements of ordered material or a specification have been met. Certifications must reflect that all applicable material or manufacturing and process specifications called for

on the engineering drawing have been met. The specifications must be listed on the certification.

FIRST ARTICLE INSPECTION. Inspection is to be performed and certified prior to release of product or service. New production runs on manufactured parts require a First Article Inspection report per AS9102 or similar format if required by Mires on the Purchase Order. Any other format used must be compliant with AS9102 and approved by Mires prior to use.

CALIBRATION SERVICES ONLY. Calibration of inspection equipment shall be performed traceable to National Institute of Standards and Technology (NIST) or other national or international standards. Certificates of Calibration shall be provided.

CHANGES. Any change to the requirements as stated on the Purchase Order must be approved by Mires prior to taking action on those proposed changes.

COUNTERFEIT PARTS PROGRAM. Supplier is requested to protect Mires from counterfeit parts from being shipped.

ACCEPTANCE AUTHORITY MEDIA. Suppliers are required to control the use of Acceptance Authority Media (stamps, electronic signatures, etc.) to prevent application errors (i.e. omission, typos, legibility, etc.), untimely use (i.e. records not completed as planned, stamp use before required, etc.), misrepresentation (i.e., uncertified personnel, falsification of records, work not performed as planned, use by personnel other than the authorized person, etc.) and training deficiencies (i.e. ethics, culture awareness, proper use of authority media, etc.).

PERSONNEL COMPETENCY. Mires may specify specific qualification for personnel performing, work related to the details of the Purchase Order provided. The supplier should be ready to provide evidence to Mires if requested.

PERSONNEL COMMUNICATION. Supplier is required to communicate with their personnel regarding the following:

Their contribution to product or service conformity to requirements

Their contribution to product safety

The importance of ethical behavior

**Questions should be directed to Bob Walton or Carol Mires, Mires Machine Co., Inc.
(316)-942-6547**