



## STANDARD TERMS AND CONDITIONS

### **Quality System:**

Supplier shall maintain a quality system acceptable to Monroe Machined Products, Inc. The supplier's quality system is subject to review by MMP during the purchase order/contract duration.

### **Right of Entry:**

Supplier grants the right for representatives of Monroe Machined Products, Inc., their prime contractor, and regulatory agencies access to their facilities involved with the order, including equipment, product, procedures, and records of a job at any stage of production. Such surveillance by Monroe Machined Products, Inc., customers or regulatory agency will be performed only with the knowledge of, and jointly with, a representative of Monroe Machined Products, Inc.

All Subcontracting will provide Monroe Machined Products, inc., the same rights as stated above.

### **Subcontracting:**

Suppliers must flow down Monroe Machined Products contract or purchase order requirements to their sub-tiers.

### **Proprietary Information:**

All drawings, planning, etc. issued with the purchase order/contract are considered proprietary and are to be kept confidential and protected from disclosure unless authorized by Monroe Machined Products, Inc. Their use is only authorized to fulfill the purchase order requirements and will be returned as required.

### **Material Control:**

All material or standards furnished by Monroe Machined Products, Inc. require strict accountability. The supplier must maintain positive individual lot integrity and traceability to the material supplied. All unused or non-conforming material must be returned to Monroe Machined Products, Inc.

Serial numbers when required will be assigned by Monroe Machined Products, Inc. The assigned serial number cannot be changed or replaced. Serial numbers will be recorded on all documentation.

### **Processing:**

Certification is required for all processing. Special processes shall only be performed by approved sources and may require approved techniques as specified by the purchase order/contract. Serial numbers as required will be recorded on all documentation.



**Product Configuration:**

Suppliers shall notify Monroe Machined Products of any changes in product or processing definition(s) during the life of the contract of purchase order, by them or their sub-tiers.

**Inspection Requirements:**

Supplier is responsible for verifying all dimensional and/or features associated with the purchase order/contract requirements. Acceptance and rejections must be indicated on certification or packing slip. Supplier must immediately notify Monroe Machined Products, Inc. when discrepancies in either the process or product are discovered, or suspected to have occurred, which may affect parts delivered or that are scheduled to be delivered. All non-conforming parts must be returned to Monroe Machined Products, Inc. clearly marked as non-conforming. Returning non-conforming parts does not constitute acceptance by Monroe Machined Products, Inc. The supplier may receive a request for corrective action; in such cases a written response is required with cause, corrective and preventive actions. The corrective action response must be returned within fourteen days.

Suppliers must maintain a system to control and calibrate inspection measuring and test equipment required to verify compliance to the purchase order/contract. At a minimum calibration standards traceable to N.I.S.T. are required with traceable calibration certifications maintained and available for review.

First article reports when required by the purchase order/contract shall be submitted with the product.

Supplier will ensure all parts are free of foreign objects during manufacturing, inspection and shipping.

**Monroe Supplied Tooling:**

Supplier shall be responsible for protection, care, usage and return of any Monroe Machined Products, Inc. supplied tooling or measuring equipment.

**Records:**

Quality records must be legible and retained for at least seven years unless specified otherwise by the purchase order/contract.

Company: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_