

Eck & Eck Machine Co.Inc

4606 West Harry
Wichita, KS 67209
Phone (316) 942-5924
Fax (316) 942-0809



Purchasing Terms and Conditions

1. **SHIPPING/DELIVERY.** Shipments or deliveries, as specified in an Eck & Eck Machine Co., Inc. Purchase Order, shall be in accordance with the specified quantities and the specified schedules. Supplier is encouraged to notify the buyer of any anticipated or actual delay. Supplier must prepare/package product to prevent shipping damage and deterioration.
2. **PERSONNEL COMPETENCY:** Personnel performing special processes must be competent, qualified and/or certified per applicable specifications.
3. **QUALITY MANAGEMENT SYSTEM:** Suppliers are requested to be in conformance with AS9100/ISO 9001 or equivalent.
4. **ENGINEERING REVISIONS:** Purchasing information to the supplier will include the applicable revision level of drawings. Process specifications shall be performed to the latest revision.
5. **INSPECTION AND 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.
6. **CERTIFICATIONS:** Test reports are required for raw materials. All services/products require a certificate of conformance, as applicable.
7. **CALIBRATION SERVICES:** Calibration of inspection equipment shall be performed traceable to National Institute of Standards and Technology (NIST) or other national or international standards.
8. **CHANGES:** If supplier makes any changes to its processes that would affect product or service purchased by the organization, including movement of subcontracted services from one supplier to another, they shall be notified prior to the change. Supplier shall also notify the buyer of any changes to facility location, and changes in management.
9. **RIGHT OF ENTRY:** The organization, their customer and/or regulatory authorities shall have the right of access to all applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.

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10. **SUBCONTRACTING/APPROVED SUPPLIERS:** If supplier needs to subcontract any part of the order to another supplier, all required information shall be flowed down to the subcontractor, including any key characteristics, if applicable. Subcontract work shall not be allowed unless prior approval is obtained by the organization.
11. **RECORDS:** Suppliers shall retain records in accordance with AS9100 for a minimum of 10 years or as required by Purchase Order.
12. **DPD/MBD:** Suppliers shall comply with Customer/Industry standards of digital configuration control when authority datasets or dataset derivatives are used for manufacturing or product acceptance.
13. **NON-CONFORMING MATERIAL:** If nonconforming product occurs as a result of supplier's services, the supplier shall notify the organization in order to make applicable arrangements for the nonconforming product.
14. **COUNTERFEIT PARTS PROGRAM:** Supplier is requested to protect Eck & Eck Machine Co., Inc. from counterfeit parts / suspect unapproved parts being shipped to its facility.
15. **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 the buyer upon request.
16. **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

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ACKNOWLEDGEMENT

I have received the attached Purchasing Quality Terms and Conditions from Eck & Eck Machine Company.

_____ (Company Name)

_____ (Title)

_____ (Printed Name)

_____ (Signature)

_____ (Date)