 <b>Michigan Automotive Compressor, Inc.</b> <b>Quality Assurance Manual for Suppliers</b>	Document Number:
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## **PURPOSE:**

Suppliers are required to be certified by a third party to ISO9001/IATF16949 or certified to ISO and working towards IATF certification, unless otherwise authorized by MACI to be ISO certified and compliant to IATF requirements. The Supplier Manual contains requirements and expectations additional to the above standards.

## **SCOPE:**

The Supplier Manual applies to all suppliers of production parts and raw materials used as components of MACI's final product. MACI's Quality Assurance Department is responsible to maintain this manual. The Quality Assurance Department will strive to continuously revise and improve the contents of this manual. Any suggestions or comments are welcome.

## **CONTENT:**

### **I. Management Philosophy at MACI**

Our First Priority is the Customer.

Our Associates are our most important asset.

Our Company is committed to being a responsible citizen.


### **II. Principles of MACI Quality Assurance**

MACI and MACI's customers expect and demand zero defects from suppliers. To accomplish this goal, MACI relies on strong supplier activities to continuously improve product quality.

All production part and raw material suppliers to MACI are expected to develop a quality system that is certified to ISO/IATF by an accredited third party certification body, unless otherwise authorized by MACI to be ISO certified and compliant to IATF requirements.

### **III. Open Communication**

MACI's partnerships with suppliers serve an important role to MACI supplying the best product to our customers. To establish an effective relationship, open communication is required by MACI and our suppliers.

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#### IV. Requirements to Suppliers Visiting MACI

Suppliers visiting MACI's facilities are expected to act in a professional manner and comply with MACI's rules including:

- A. Safety equipment required in designated areas including manufacturing areas and labs. The equipment may include safety glasses, steel toed shoes, ear protection, etc.
- B. Appropriate attire is required. Open toed shoes, shorts, and tank tops are prohibited.
- C. No recording devices including cameras and video recorders are permitted without written approval by a MACI Vice President or above.
- D. A MACI associate must accompany all visitors while in manufacturing areas.