

 Michigan Automotive Compressor, Inc. Quality Assurance Manual for Suppliers	Document Number:
	QA-SM-18
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Subject: Quality Assurance Visit Report	

PURPOSE:

The Quality Assurance Visit Report is a form used during visits to supplier's facilities.

SCOPE:

It is the responsibility of MACI Quality Assurance Department to implement and maintain the Quality Assurance Visit Report. It is the responsibility of the supplier to complete requested corrective actions by the due date.

CONTENT:

The Quality Assurance Visit Report should be completed as follows:

- ① Visit Purpose: State the reason for the visit. Typical purposes may be to confirm a new or changed product/process, confirm a corrective action request, or investigate a potential problem.
- ② Visit Conclusion: Summary of visit.
- ③ Due to MACI: Date response by supplier is due to MACI QA.
- ④ Issuer: MACI QA representative(s) issuing report.
- ⑤ Supplier Approval: Approval by supplier verifying completed report is accurate and complete.
- ⑥ MACI Confirmation: MACI approval of completed report
- ⑦ Follow up Visit Required: Indicate if a follow up visit is required. Include date if possible.
- ⑧ Process Confirmation Items / Control Items: Process description from Quality Assurance Control Plan.
- ⑨ Actual Fact: Condition of process found during visit.
- ⑩ Judge (○,△, X): MACI QA evaluation of condition observed.
- ⑪ Level - (H)igh, (M)edium, (L)ow: MACI QA evaluation of how critical process is to quality level of product.
- ⑫ Cause/Explanation / Countermeasure: Supplier response to concerns listed.
- ⑬ Responsible: Person responsible for implementation of countermeasures.

