

 <i>Michigan Automotive Compressor, Inc.</i> Quality Assurance Manual for Suppliers	Document Number:
	QA-SM-21
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Subject: Supplier Quality Contact Annual Update	

**PURPOSE:**

Each supplier is requested to appoint a person as the primary contact for Quality Assurance Activities. This will be the person MACI will contact for quality issues including part and raw material defect resolutions and other special requests.

**SCOPE:**

This procedure applies to all production parts and raw material suppliers to MACI. It is the supplier's responsibility to submit and maintain an updated Supplier Quality Contact Form. Suppliers with multiple manufacturing locations and quality contacts should submit multiple supplier quality contact forms.

**CONTENT:**

The quality contact list should be completed out as follows:

- ① Date: Date form is submitted
- ② Company: supplier name
- ③ Address: Address of primary contact or manufacturing location
- ④ Company Internet address: Internet address of supplier (if applicable)
- ⑤ Product: Brief description of product supplied
- ⑥ Name: Name of contact
- ⑦ Telephone: Telephone number of contact
- ⑧ Position: Position / Title of Contact
- ⑨ Fax: Fax number of contact
- ⑩ E-mail address: E-mail address of contact

