

**Unincorporated changes to OTTO's Supplier Quality Manual Revision L Issued 01 APR 2025**

The OTTO Supplier Quality Manual (SQM) is controlled document in an electronic format as presented on the OTTO Website. Printed and/or downloaded copies saved to a local or network drive are considered uncontrolled.

Formal updates to OTTO's SQM are communicated to Suppliers via email directing them to visit OTTO website → Quality...Supplier Documents. Since there are some updates/changes that require prompt implementation and adherence by our suppliers for which a formal SQM update is not practical. Those type of updates/changes will be delineated below and occur as often as necessary to assure suppliers are properly informed of the most current requirements.

All requirements listed below will be incorporated in the next formal SQM update/release.

Change No.	SQM Section	Before Change	After Change	Effective Date