

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 ensure 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
1	14.0	<ul style="list-style-type: none"> • Change in manufacturing facility location or major rearrangement of existing facilities/equipment. • Change in source of any subcontracted components or services directly related to the manufacture of the component. • Change in active status, such as intent to cancel, cancellation, or obsolescence. 	<ul style="list-style-type: none"> • Change in manufacturing facility location or major rearrangement of existing facilities/equipment. • Change in source of any subcontracted components or services directly related to the manufacture of the component. <i>This includes Brokers and 3rd parties that are non-authorized/non-franchised by the OCM/OEM.</i> • Change in active status, such as intent to cancel, cancellation, or obsolescence 	4/21/25
2	10.0	<p>10.0 Supplier Quality System Requirements OTTO expects our Suppliers to have:</p> <ul style="list-style-type: none"> • A clearly defined Quality function which reports to upper management. • A quality manual or documented quality system that addresses the positive identification and control of all components, including raw materials, used during manufacturing, processing, and delivery so that in the event of a recall, traceability to raw materials and processing can be determined. • A training program/plan for all personnel who might affect product quality. 	<p>10.0 Supplier Quality System Requirements OTTO expects our Suppliers to have:</p> <ul style="list-style-type: none"> • A clearly defined Quality function which reports to upper management. • A quality manual or documented quality system that addresses the positive identification and control of all components, including raw materials, used during manufacturing, processing, and delivery so that in the event of a recall, traceability to raw materials and processing can be determined. • <i>Pursuant to Executive Orders 10895 and 10896 issued by the U.S. Government, mandate that all products containing aluminum, steel, or their derivatives imported into the United States be accompanied by specific origin and processing information at the time of customs declaration. To ensure compliance, suppliers are required to provide the following documentation with all applicable shipments, without exception:</i> <ol style="list-style-type: none"> 1. <i>Mill Certificates and Mill Reports (Required for all goods containing metal, in whole or in part, to support traceability and customs compliance.)</i> 2. <i>Commercial Invoice, clearly stating:</i> <ul style="list-style-type: none"> • <i>The Country of Cast and Smelt (for aluminum and derivatives);</i> • <i>The Country of Melt and Pour (for steel and derivatives); and</i> • <i>The Country of Origin (final manufacturing location).</i> <p><i>Shipments lacking this documentation may be delayed, refused, or returned at supplier's expense, and will not be deemed accepted or delivered under applicable terms and conditions.</i></p> • A training program/plan for all personnel who might affect product quality. 	4/21/25

Change No.	SQM Section	Before Change		After Change		Effective Date
3	Appx E	<p>C101</p> <p>Deliverable</p> <p>Application</p>	<p>Raw Material Cert: BULK METAL</p> <p>Supplier shall provide with each shipment, the raw material test data (chemical, physical, heat treatment, etc.) issued by the mill that demonstrates conformance to applicable specification and/or the OTTO drawing. The raw material test report/cert packet shall clearly indicate</p> <ol style="list-style-type: none"> 1. The applicable material specification and revision level to which the material conforms 2. Material heat, lot or batch number 3. Name of mill that produced the material and issued the material test report/cert 4. Other applicable technical data 5. Complete material traceability (from the mill to OTTO) <p>For material procured by OTTO's tier 1 supplier (holder of the OTTO Purchase Order), the cert packet submitted to OTTO shall be validated by the supplier's authorized representative.</p> <p>Each shipment of bulk raw metal, or where the supplier has procured raw material for use in producing parts/product furnished to OTTO. Does not apply to COTS, make from COTS or catalogue items</p>	<p>C101</p> <p>Deliverable</p> <p>Application</p>	<p>Raw Material Cert: BULK METAL</p> <p>Supplier shall provide with each shipment, the raw material test data (chemical, physical, heat treatment, etc.) issued by the mill that demonstrates conformance to applicable specification and/or the OTTO drawing. The raw material test report/cert packet shall clearly indicate</p> <ol style="list-style-type: none"> 1. The applicable material specification and revision level to which the material conforms 2. Material heat, lot or batch number 3. Name of mill that produced the material and issued the material test report/cert 4. Other applicable technical data 5. Complete material traceability (from the mill to OTTO) <p>For material procured by OTTO's tier 1 supplier (holder of the OTTO Purchase Order), the cert packet submitted to OTTO shall be validated by the supplier's authorized representative.</p> <p><i>*Products containing aluminum, steel, or their derivatives imported into the United States shall be accompanied by specific origin and processing information at the time of customs declaration. To ensure compliance, suppliers are required to provide the following documentation with all applicable shipments, without exception:</i></p> <ol style="list-style-type: none"> 1. Mill Certificates and Mill Reports (Required for all goods containing metal, in whole or in part, to support traceability and customs compliance.) 2. Commercial Invoice, clearly stating: <ul style="list-style-type: none"> • The Country of Cast and Smelt (for aluminum and derivatives) • The Country of Melt and Pour (for steel and derivatives); and • The Country of Origin (final manufacturing location) <p><i>*The above requirement applies to COTS, make from COTS or catalogue items</i></p> <p>Each shipment of bulk raw metal, or where the supplier has procured raw material for use in producing parts/product furnished to OTTO. Does not apply to COTS, make from COTS or catalogue items</p>	4/21/25