

Supplier Waiver Deviation Request

Section 1 Header: Supplier to complete for all Waiver and Deviation requests

Date: _____ OTTO PO: _____
Supplier Name: _____ OTTO Assigned Supplier No. _____
OTTO Part/Item: _____ OTTO Drawing Revision Level: _____
Quantity or Parts effected: _____ Valid from: _____ to: _____

****SUPPLIER TO COMPLETE THIS SECTION****

Section 2 Purchase Order Quality Code Waiver Request:

Complete this section for all requests to have a PO code(s) waived, and email to supplierquality@ottoexcellence.com

Specific quality code(s) for which waiver is requested:

Reason for waiver request (include any applicable supporting documentation as part of your email submission):

****OTTO USE ONLY****

Waiver Request Approved

Waiver Request Rejected

Reason for Approval/Rejection:

OTTO Supplier Quality Signature and Date:

Waiver Request Processing

OTTO Supplier Quality:

- Approve/reject and sign Waiver Request
- Return signed Waiver Request to supplier
- Log Waiver Request into Syteline (form OTTO QC Vendor Documentation Distribution) and upload to QC Items
- For approved Waiver Requests – add waiver code to applicable PO Line

Section 3 – Deviation Request:

This section applies to requests to ship parts/product with a known defect/nonconformance...parts do not meet all OTTO drawing requirements

Date: _____ OTTO PO: _____
Supplier Name: _____ OTTO Assigned Supplier No. _____
OTTO Part/Item: _____ OTTO Drawing Revision Level: _____
Quantity or Parts effected: _____ Valid from: _____ to: _____

****SUPPLIER TO COMPLETE THIS SECTION****

Description of Request or Description of Nonconformance:

Root Cause of the Nonconformance:

Requested by (supplier name/signature and date:

****OTTO USE ONLY****
Deviation Request Processing

Purchasing:

- Enter Deviation Request in the deviation database...record deviation # here
- Route Deviation Request to Engineering and Quality Engineering for sign-off

Engineering:

- Approve/reject Deviation Request

Quality Engineering:

- Approve/reject Deviation Request

Purchasing:

- Email signed-off Deviation Request to the supplier and OTTO Document Control

Document Control

- File Deviation Request and all support documentation as required