

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](mailto: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