

OTTO Assigned Supplier #:

CAR #:

Supplier Name:

Date Issued:

Response Due Date:

MRR # (if applicable):

1. Description of Nonconformance (Details provided by OTTO)

2. Supplier Containment (Short-term/immediate actions taken to isolate OTTO from the noted nonconformance. Implementation dates for the actions taken are to be included)

3. Supplier Root Cause (Identify the management and/or operating systems, practices and/or procedures that allowed the noted nonconformance to occur)

4. Supplier Corrective Action (Describe the long-term actions taken or planned to resolve the noted nonconformance)

Supplier Implementation Date
(Date C/A implemented)

Supplier Authorization
(Supplier Quality Rep)

****OTTO USE ONLY****

OTTO Verification

OTTO Verified by

OTTO Verified Date