Chapter 7
Reporting System

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AAR Chapter 7
Reporting System

♦ * Logging In / Creating an Account
♦ * Home Page Features
♦ * Creating a Report 7.1
♦ * Responding to a Report 7.2
♦ * Accept or Deny the Response 7.3
♦ * Acceptance by the AAR QAC
Web Address to Access the Chapter 7 Reporting System

https://aar.iirx.net

If you have any issues or questions please email: support@iirx.net or qa@aar.com
Welcome to the AAR Quality Assurance Resource Center, Section J Specification for Quality Assurance M-1003, Application for Certification and Non Conformance Reporting System

User name
Password
Remember me?

Log in

Account Request | Forgot Password

Click Here to Create an Account
Creating an Account

Account Request Form

First Name
* The First Name field is required.

Last Name
* The Last Name field is required.

Address
* The Address field is required.

City
* The City field is required.

State
* The State field is required.

Zip
* The Zip field is required.

Phone
* The Phone field is required.

Position
* The Position field is required.

Email (Will be used as your username)
* The Email (Will be used as your username) field is required.

Contractor
My Contractor is Not Listed...
*If your contractor is not listed select 'My Contractor is not listed' from the drop down list.

Select Your Contractor

Type the text Privacy & Terms

Send
AAR Chapter 7
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Welcome to the AAR M-1003 Application and Chapter 7 Nonconformance Reporting System

M-1003 Registry
Facilities Associated with your Account
Submit a new QA-7.1
View In Process QA-7.1's
View Completed QA-7.1's

If you have any issues or questions please email: support@iirx.net or qa@aar.com
Home Page – Drop-Down Menus

Main ▼ Facility Certifications ▼ M-1003 Chapter 7 Nonconformance Reporting ▼

Home          Applications          Submit Form 7.1
support@iirx.net    Registry      View Pending Forms
Account Settings

Logout
Welcome to the AAR M-1003 Application and Chapter 7 Nonconformance Reporting System

- Submit Form 7.1
- View Pending Forms
- View Completed Forms

If you have any issues or questions please email: support@iirx.net or qa@aar.com
View Pending Forms

<table>
<thead>
<tr>
<th>Form Id</th>
<th>Contractor Name</th>
<th>Date Added</th>
<th>Form Status</th>
<th>Component</th>
<th>User</th>
<th>Reporting Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

- **7.1 Identification No.**
- **Date the 7.1 was added to the log**
- **Taken From Section J-Appendix A**
- **Company who submitted the 7.1**
- **Company receiving the 7.1**
- **Status of the Chapter 7**
- **Person who submitted the 7.1**

Left click on document icon to open
Home Page

Welcome to the AAR M-1003 Application and Chapter 7 Nonconformance Reporting System

<table>
<thead>
<tr>
<th>M-1003 Registry</th>
</tr>
</thead>
</table>

Facilities Associated with your Account

<table>
<thead>
<tr>
<th>Submit a new QA-7.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>View In Process QA-7.1’s</td>
</tr>
<tr>
<td>View Completed QA-7.1’s</td>
</tr>
</tbody>
</table>

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View Completed Forms

<table>
<thead>
<tr>
<th>Form Id</th>
<th>Contractor Name</th>
<th>Date Added</th>
<th>Form Status</th>
<th>Component</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

- **7.1 Identification No.**
- **Date the 7.1 was added to the log**
- **Taken From Section J-Appendix A**
- **Left click on document icon to open**
- **Company receiving the 7.1**
- **Status of the Chapter 7**
- **Person who submitted the 7.1**
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Home Page

Welcome to the AAR M-1003 Application and Chapter 7 Nonconformance Reporting System

Submit a Form 7.1

If you have any issues or questions please email: support@iirx.net or qa@aar.com
Submit Form 7.1

QA-7.1
Association of American Railroads
Quality Assurance Nonconformance Report Form

<table>
<thead>
<tr>
<th>ID</th>
<th>Company submitting the 7.1 form</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Nonconformance Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AAR Spec. Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Note “chevrons” for ease of selection

List of possible nonconformance scenarios

Section J, Appendix A

Reference Section A – Tables of Content for Standard
<table>
<thead>
<tr>
<th><strong>Contractor's Part Number, Pattern Numbers, Drawing Numbers, RMA#, PO#, and/or Other Identifying Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="#">Input one or more</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Material Condition</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="#">New</a>, <a href="#">Reconditioned</a>, <a href="#">Requalified</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Quantity Received</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="#">0</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Quantity Inspected</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="#">0</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Quantity Rejected</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="#">0</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Material Inspected by contractor?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] <em>(If inspected, left click the box)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Date Inspected</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="#">11/11/2016</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Serial Number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="#">Any unique identifier</a></td>
</tr>
</tbody>
</table>
Specific Nonconformance Description

Be as descriptive as needed to ensure the receiving party understands the nonconformance.

Disposition Of Item (Return, Repaired, etc.)
Contractor Replaced

Signature

What is the current status of the part(s)

Signature

Title
Help the company that supplied you the part(s) by attaching a picture of the part(s) or the document that shows the dimensions you got during your incoming inspection process. Any added information will be a great help to the contracted company.
If you save the form remember to go back and submit it when ready
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Form 7.1 Submission 2017

Notification of Submission

"In accordance with paragraph 2.18.2.7 of this specification, the contractor is obligated to advise all affected parties about the disposition of nonconforming items. The contractor will accomplish this by completing form QA-7.2 via the AAR Web site. If a valid email address is not available, the contractor must print a copy of the completed QA-7.2 form and send it to the initiator at the reporting company. QA-7.2 form may be supplemented with additional paperwork as required. A response to the report must be in the hands of the initiator and the QA Program Management, and others within 60 days of the date recorded on the QA-7.1. An auditable log must be kept of the QA-7.1, QA-7.2, QA-7.3, and all related correspondence for 3 years."

Best Regards,

MSRP-J Online Application

Click Here to Access the MSRP-J Application
Responding to a Report 7.2

Welcome to the AAR M-1003 Application and Chapter 7 Nonconformance Reporting System

If you have any issues or questions please email: support@iinx.net or qa@aar.com
Responding to a Report 7.2
Getting Started

When you select the “Form 7.2”, you get this screen. You then need to press the “Start Form 7.2” button to begin.
Responding to a Report 7.2
Nonconformance Description

QA-7.2
Association of American Railroads
Quality Assurance Nonconformance Report Form

The ID number automatically transfers from the 7.1 and stays with the incident.

The nonconformance description transferred from the 7.1
If you believe this description is incorrect, you can change it, but you should probably do it in conjunction with the initiator.

Before moving onto the next section, enter a date in the Nonconformance Date field.
Responding to a Report 7.2
Acts for Disposition – Root Cause

Acts for Disposition

Explain what you want to do with the product in question and how are you going to make sure there are no other product, either in the shop or already shipped, with the same issue.

Action for Disposition Date

Again, it is important, enter a date in field below the box.

Root Cause

Explain in detail the root cause of the problem. This should not be an assumption, but an answer based on the use of one of the many root cause analysis tools. (i.e.: Fishbone Diagrams, 5 Whys, Kepner-Tregoe, or the Apollo Root Cause Analysis).

Root Cause Date

Once again, add a date.
Responding to a Report 7.2
Corrective Action – Follow Up Plan

Corrective Action

Explain, based on the root cause analysis, exactly what you are going to do to prevent a similar occurrence from happening again in the future.

Remember, that our corrective action must satisfy the concerns of the customer.

Corrective Action Date

Enter a date before moving on.

Follow Up Plan

Define what actions you will take to monitor the implementation of the corrective action.

This may include several internal audits, done on specific time intervals, or some other means of following up.

Followup Plan Date

Once again, add a date.
Responding to a Report 7.2
Finishing Up

Signature

When you are finished entering all of the information, enter your name and title.

Title

When you are done, you can press the “Submit Form” button.

Submit Form
OR
Save Changes

If you need to come back and update something, press the “Save Changes” button and close the website.
Responding to a Report 7.2

Comments

If there is any additional information you want to record, this can be done in the comments tab.

Click in the text box, enter the information and the press the “Create Comment”

Comments can be entered at any point during the life of the report, until it has been closed by the AAR Quality Assurance Committee.
Responding to a Report 7.2
Attachments, Pictures, Reports

Seeing is believing, so if you have pictures or reports to support your corrective action, press the “Select files…” button. The program will access your document library and allow you to select any documents/pictures to upload.

When you have selected what you want, press the “Submit” button to attach it to this file.

Once attached, you will see a link to the document appear.

support@iirx.net
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<table>
<thead>
<tr>
<th>ID</th>
<th>Person Performing Review</th>
<th>QA-7.2 Form Received Per 7.4.1 Requirements?</th>
<th>Accept the 7.2 Response</th>
<th>Reject 7.2 Response</th>
<th>Corrective Action Not Proposed</th>
<th>Number Of Days Past Due Date</th>
<th>Comments</th>
<th>Date Added</th>
<th>Date Verify</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Number of days from submittal of 7.1 to receipt of 7.2*

*Any additional comments*
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Completed Forms – Acceptance by the AAR QAC

7.1, 7.2 and 7.3 are reviewed by the AAR QAC. These are either approved or additional information is requested. If more information is required, the 7.2 response is reset for a 2nd response. Once it is approved the form status will show that it was accepted by the AAR QAC. This is the final step and official closure of the Chapter 7 System.
Thank you for your attention