



Transportation Technology Center, Inc., a subsidiary of the Association of American Railroads

Chapter 7

Reporting System

Credit AAR/RSI TAG Committee:

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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>



 support@iirx.net

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



Logging In

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

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



Select Your Contractor

Send



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Home Page



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

You're logged in as [Edit User Info](#)

support@iirx.net

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



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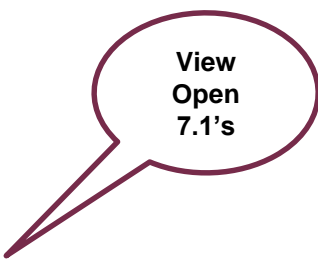
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View Completed QA-7.1's



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View Pending Forms

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

Pending Forms

	Form Id	Contractor Name	Date Added	Form Status	Component	User	Reporting Company
<input type="checkbox"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x

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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You're logged in as,

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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

View Completed Forms

7.1 Identification No.

Date the 7.1 was added to the log

Taken From Section J-Appendix A

Pending Forms						
	Form Id	Contractor Name	Date Added	Form Status	Component	User
<input type="checkbox"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x

Left click on document icon to open

Company receiving the 7.1

Status of the Chapter 7

Person who submitted the 7.1

AAR Chapter 7 Reporting System

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- Submit Form 7.1
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Welcome to the AAR M-1003 Application and Chapter 7 Nonconformance Reporting System

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Submit Form 7.1

QA-7.1

Association of American Railroads

Quality Assurance Nonconformance Report Form

ID

0

Initiator

Company submitting the 7.1 form

Note "chevrons" for ease of selection

Contractor

List of suppliers for ease of selection

Item Description

Section J, Appendix A

General Nonconformance Description

A list of possible nonconformance scenarios

AAR Spec. Code

Reference Section A – Tables of Content for Standard





**Contractor's Part Number, Pattern Numbers,
Drawing Numbers, RMA#, PO#, and/or Other
Identifying Information**

*

Input one
or more

Material Condition

New

Choices of:
New
Reconditioned
Requalified

Quantity Received

*

Quantity Inspected

*

Quantity Rejected

*

Material Inspected by contractor?

*

If
inspected
left click
the box

Date Inspected

11/11/2016

Serial Number

*

Any
unique
identifier



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

Signature

*

Title

*

What is the current status of the part(s)



Form 7.1	Form 7.2	Form 7.3	Comments	<u>Attachments, Pictures, Reports</u>
----------	----------	----------	----------	---------------------------------------

Select files...

Submit

No Files

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.



Submit Form

OR

Save Changes

**If you save
the form
remember to
go back and
submit it
when ready**

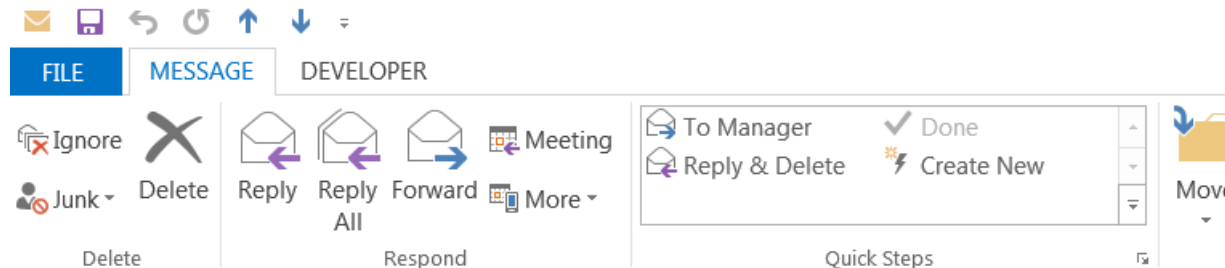


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Responding to a Report 7.2



Fri 10/27/2017 5:05 PM

support@iirx.net

Form 7.1 Submitted

To Novak, Jennifer

[Retention Policy](#) [Deleted Items \(90 days\)](#)

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



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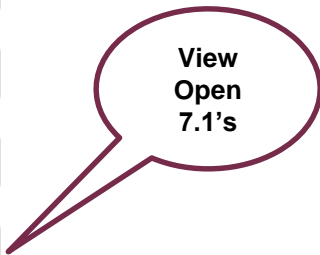
[M-1003 Registry](#)

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



Responding to a Report 7.2 Getting Started

support@iirx.net

Form 7.1

Form 7.2

Form 7.3

Comments

Attachments, Pictures, Reports

Form 7.2 has not been created yet.

Start Form 7.2

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

ID

201

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

Specific Nonconformance Description

Nonconformance

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.

Nonconformance Date

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

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

Form 7.1

Form 7.2

Form 7.3

Comments

Attachments, Pictures, Reports

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

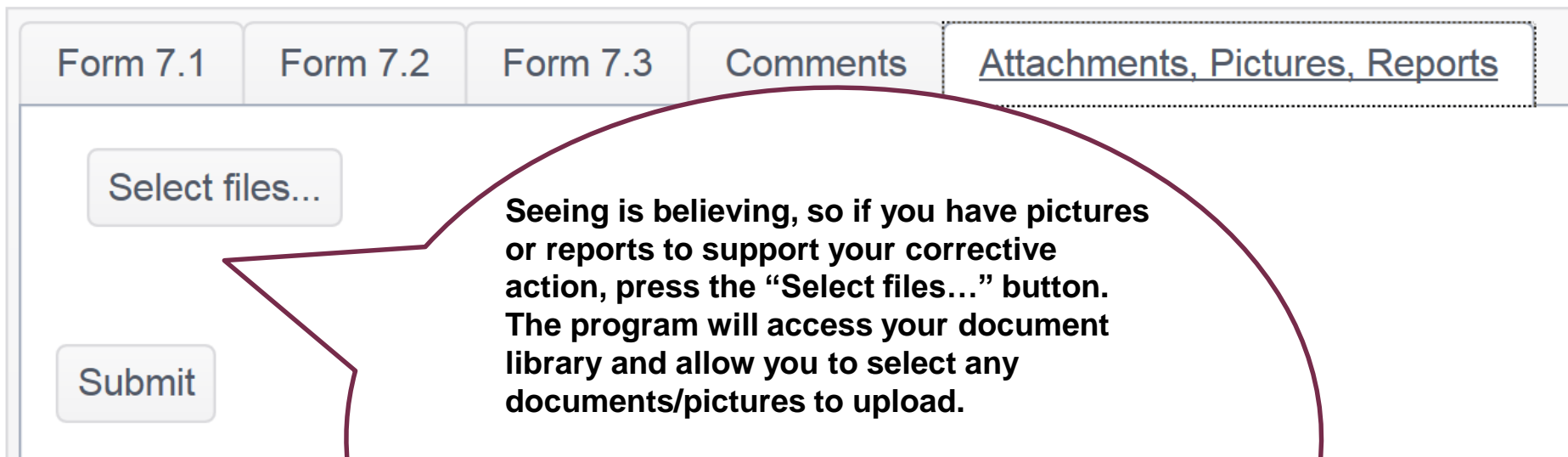
Click in the text box, enter the information and then press the “Create Comment”

Comments can be entered at any point during the life of the report, until it has been closed by the AAR Quality Assurance Committee.

Create Comment

Responding to a Report 7.2 Attachments, Pictures, Reports

 support@iirx.net



The screenshot shows a web form interface with a navigation bar at the top containing five tabs: "Form 7.1", "Form 7.2", "Form 7.3", "Comments", and "Attachments, Pictures, Reports". The "Attachments, Pictures, Reports" tab is selected and highlighted with a dashed border. Below the tabs, there are two buttons: "Select files..." and "Submit". A large, dark red callout box is overlaid on the form, containing three paragraphs of text explaining the process of attaching files.

Select files...

Submit

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.

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Download Form

QA 7.3
 Association of American Railroads
 Quality Assurance Response Evaluation Form

ID

**References
 Control
 Number**

Person Performing Review

**Accept 7.2
 Response**

QA-7.2 Form Received Per 7.4.1 Requirements?

Accept the 7.2 Response

**Reject 7.2
 Response**

Root Case Not Identified

Corrective Action Not Proposed

Number Of Days Past Due Date

0

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

Comments

**Any
 additional
 comments**

Date Added

10/30/2017 10:42:37 AM

Date Verify

Signature

Signature

Title





**Any Additional
Comments**

Create Comment

Select files...

**Attachments, Files, or
Photos**

Submit

No Files

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Completed Forms – Acceptance by the AAR QAC



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You're logged in as jnovak@amstedrail.com. [Edit User Info](#)

support@iirx.net

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

Form Status	Component	User
Accepted by QAC		



Thank you for your attention



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