SALCO PRODUCTS, INC.

AAR MSRP Section J

QUALITY ASSURANCE TRAINING AGENDA

MAY 19 -20, 2021

MICROSOFT TEAM VIEW WEBINAR

Training Overview

Cost: $600 per student. Certificate of training and testing will be provided. Interested parties can register at:

https://salcoproducts.formstack.com/forms/tcs_training_registration

Requirements: PC to use pdf versions of AAR's Section J, or hard copy of it to follow along with the presentation.

Who Should Attend: Anyone involved in compliance with the Association of American Railroads' (AAR) Manual of Standards and Recommended Practices, Section J, M-1003, Chapter 2, 24 element requirements, "Specification for Quality Assurance".

Suggested participants: Railroads, Shippers, Rail Car Manufacturing and Maintenance Facilities, QA Managers, Production Managers, Operations Management, Fleet Management, Car Owners, and companies interested in pursuing these markets.

Program Goals: Review federal along with industry requirements for quality, with not only the initial facility certification, but how to perform the functions to achieve compliance. Note: This course is intended to aid the student with an understanding of how each element affects quality, how to research and obtain answers to questions, as well as the importance of record retention for objective evidence. Performing auditing functions is a bi-product of the training.

Course Agenda

TIMING ADJUSTED AS NECESSARY FOR SUBJECT MATTER DISCUSSION

DAY ONE: WEDNESDAY, MAY 19, 2021 - 1PM TO 4PM

- Welcome, introductions
- The role of the AAR's Quality Assurance Committee
- Review the M-1003 QA certification process and "triggering" mechanisms
  - AAR Field Manual Rule 88 B. 2. c (1) a. and b.
  - Review DOT 49 CFR 179.7, Quality Assurance Program requirements for tank car facilities
  - Review Transport Canada's Tank Car Facility and Registration requirements identified in TP-14877E, Sections 5 and 6.
- Review commodity code requirements, such as M-214, Truck Reconditioning
- Review the AAR QA certification renewal process
- Review AAR's Office Manual, Appendix E, Service fees, and Commodity Codes
- Test
- Review test and questions.

Course Agenda

TIMING ADJUSTED AS NECESSARY FOR SUBJECT MATTER DISCUSSION

M-1003 QA REVIEW: BEGIN ELEMENTS IN PROCESS ORDER

- 2.1 Objective of Quality Assurance Program
- 2.2 Applicability and Scope
- 2.3 QA Program and Manual Requirements
- 2.4 Management Responsibility
- 2.5 Production, Inspection, and Test Planning
- 2.23 Contract Review
- 2.24 Design Control
- 2.7 Document Control
- 2.22 Training
- 2.15 Process Control
- 2.9 Purchasing and contracting, and approved vendors list (AVL) form
- 2.8 Measuring and Test Equipment
- 2.10 Incoming Inspection
- 2.11 In-Process Inspection
- 2.20 Process Capability/Statistical Methods
- 2.13 Inspection Status
- 2.14 Identification and Traceability
- 2.16 Preservation, Packaging and Shipping
- 2.18 Nonconformance Control
- 2.6 Corrective and Preventative Actions
- 2.12 Final Inspection

Course Agenda

TIMING ADJUSTED AS NECESSARY FOR SUBJECT MATTER DISCUSSION

DAY TWO: THURSDAY, MAY 20, 2021 - 9AM TO 4PM

- 2.17 Quality Records
  - 2.18 Nonconformance Control, with supporting procedure and forms (Q-2.6-1)
  - 2.6 Corrective and Preventative Actions, with supporting procedure and forms
- 2.21 Internal Quality Audits
- 2.19 Quality Program Review and Manual Revision
- 2.20 Process Capability/Statistical Methods
- 2.21 Internal Quality Audits
- 2.22 Training
- 2.23 Contract Review
- 2.24 Design Control
- Address questions
- Written Exam designed to aid the student in learning the 24 elements in Chapter 2 for future use
- Written Exam review
- Training certificates of course completion to be mailed.

Course Examples Include

SUBJECT MATTER COVERED AS INTEREST AND TIME ALLOW

EXAMPLES:

- Various procedures and forms
- Production, Inspection, and Test Planning flow charts
- Calibration certificates, torque wrench logs; SCABT log, etc.
- Approved Vendor List (“AVL”)
- Purchase Orders (“PO”)
- AAR 7.1/7.2/7.3 nonconformance reporting system
- Proper usage of hold points
- Car file documents
- Various status indicators
- Photos where applicable
- Proper material storage and shelf life limits, including PRD’s
- Nonconformance reports and how to investigate a failure, develop a factual report, including and determine root cause
- How to conduct and document annual QA program management reviews
- Job descriptions
- Quality Assurance System Evaluation Checklist (QASE)
- Completed audit report and checklists
- Internal audit findings and responses
- Training matrix identifying each job description’s function specific training requirements
- Quality Records and examples, along with any other subject matter the class wants covered or discussed.