

	DATE: 12/OCT/2023 REV: Original	PAGE 1 OF 1	NUMBER: ASC-WDL-WI-032
Work Instruction	SUBJECT: Repair Order Management – Order Discrepancies		

1.0 Purpose:

- 1.1 The purpose of this work instruction is to provide instructions for the handling of part number, serial number and quantity discrepancies reported to AAR by Repair Vendors.

2.0 Scope:

- 2.1 This work instruction is applicable to AAR Supply Chain Inc., Aircraft Turbine Center, Allen Asset Management.

3.0 Responsibility and Authority:

- 3.1 The responsibility for the creation, implementation and maintenance of this work instruction has been assigned to AAR Supply Chain, Inc (Aircraft Turbine Center, Allen Asset Management) Repair Group.

4.0 Forms and References:

- 4.1 N/A

5.0 Procedure:

- 5.1 The repair group receives in writing from the Repair Vendor notification of a discrepancy involving the parts received vs that which appears on AAR Repair Order paperwork.
- 5.2 The discrepancy notification from the vendor needs to state the specific Repair Order number and items listed out on said order vs that which was received. Discrepancies most typically involve PN, SN or Quantity, or a combination thereof.
- 5.3 It is important that the Repair Coordinator / Repair Specialist review the discrepancy. If BOTH the PN and SN or SN itself has an issue, there is high probability that the vendor may have received or be referring to the wrong part. This situation warrants further investigation to ensure it is an AAR part.
- 5.4 The discrepancy notification from the vendor is to be noted within BOTH the Internal and External line-item narratives and the report received from the vendor uploaded into Repair Order imaging under the “Discrepancy Report” folder.
- 5.5 Product Line needs to be made aware of the issues especially in cases where the part is an LLP (life-limited). The exception to this would be a non-LLP “minor” numerical discrepancy where the number(s) in question may have been misidentified due to being dirty.
- 5.6 If the PN/SN on the removal tag/manifest matches the LLP profile (if a part where LLP profile is present) which the vendor is reporting and the error is an IMOPS entry error, QC can be instructed to correct the error, the RO can be corrected at that point and PL need not be informed.

6.0 Revision History:

Revision Date:	Revision:	Sections / Page Revised:	Description / Reason for Revision:	Approved by:
12/OCT/2023	Original	All	Original Release.	B. Pokuta