



MD-11 Reports User Guide



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Overview

MD-11 Report

The MD-11 Report provides Railinc with reporting information on defective bearings for Why Made Codes 50, 51, 52, 91 and 95.

Rule 36 in the *Field Manual of AAR Interchange Rules* establishes the minimum mechanical requirements for removing roller bearings. MD Reports automates elements of Rule 36 and Mechanical Defect processes and enables railroads and shops to submit Mechanical Defect Form MD-11 to Railinc for analysis with the goal of reducing mechanical service interruptions (derailments and other line of road failures) and increasing yard and shop efficiency.

Form MD-11 enables the mechanical defect user role to report information about defective bearings. Rule 36 is governed by the AAR and overseen by the AAR's Wheel, Axle, Bearing and Lubrication Committee (WABL). If you have questions about completing Form MD-11, send an email to wabl@aar.com. If you experience technical difficulties with the electronic form, contact Railinc's Customer Success Center at csc@railinc.com or 1-877-RAILINC (724-5462).

Accessing the Railinc Customer Success Center

The Railinc Customer Success Center provides reliable, timely, and high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877-RAILINC (1-877-724-5462) or send an email directly to csc@railinc.com.

Getting Started

MD Reports is accessed using the Railinc Single Sign-On (SSO), which is accessed from the Railinc portal at <https://public.railinc.com>. The SSO Login is located at the upper right of the screen.

Register to Use Railinc SSO

For access to MD Reports and other Railinc applications, register to use Railinc Single Sign-On. Refer to the [Railinc Single Sign-On/Launch Pad User Guide](#) for information about the use of Railinc Single Sign-On.

Once SSO registration is complete, you request access to MD Reports within SSO.

Requesting MD Reports Access

After you receive authorization to use Railinc SSO, you must request general access to MD Reports by following instructions in the [Railinc Single Sign-On/Launch Pad User Guide](#). To access MD Reports, select one or more of the available roles. Your level of access to the MD Reports is determined when you request access through Railinc Single Sign-On. [Exhibit 1](#) shows a complete list of available roles as seen in SSO.

Exhibit 1. MD-11 Reports Applicable Permissions

The screenshot shows a web form titled "MD Reports" with the subtitle "Mechanical Defect Reporter". The form is part of a three-step process: 1. Select Roles, 2. Confirm, and 3. Done. Under "1 Select Roles", there are five role options, each with a checkbox and a "(MARK required)" label:

- ☐ MD-11 External Inspector (MARK required)
User responsible to submit external inspections for MD-11 reports on behalf of a Railroad (performer road). The permission is approved by their given company admins.
- ☐ MD-11 Internal Inspector (MARK required)
User responsible to submit internal inspections for MD-11 reports on behalf of a Railroad (performer road). The permission is approved by their given company admins.
- ☐ MD-11 Manufacturer/Reconditioner (MARK required)
MD-11 Manufacturer/Reconditioner
- ☐ MD-11 Private Car Owner (MARK required)
MD-11 Private Car Owner
- ☐ MD-11 Reporter (MARK required)
User responsible for submitting MD-11 forms

Below the role list is a "Comments..." text area. At the bottom right, there are "Return" and "Next" buttons, and a character count "0/255".

MD-11 User Roles

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc or by your company administrator through the Single Sign-On interface. The following user roles can be assigned to users of MD-11 Reports, with the subsequently listed functions:

MD-11 Reporter - User can submit MD-11 forms on behalf of a Railroad (detector owner). This permission is approved by the Railroad MD Reports company admins.

- Submit Reports
- Search Reports
- Save Drafts
- Review Drafts
- View Reports
- Edit Reports
- Delete Reports

MD-11 Manufacturer/Reconditioner - Manufacturers can search and view parts that are manufactured by their company. Reconditioners can search and view parts that are reconditioned by their company. This permission is approved by the Railroad MD Reports company admins.

- Search
- View

MD-11 External Inspector – User can submit external inspections for MD-11 reports on behalf of a Railroad (performer road). This permission is approved by the Railroad MD Reports company admins.

- Download External Inspector CSV
- Upload External Inspector CSV

MD-11 Internal Inspector - User can submit internal inspections for MD-11 reports on behalf of a Railroad (performer road). This permission is approved by the Railroad MD Reports company admins.

- Download Internal Inspector CSV
- Upload Internal Inspector CSV

MD-11 Private Car Owner - User can view all reports for cars with your company MARK that have been submitted to our system.

- Search Reports
- View Reports

MD-11 Report Reviewer - User can view and edit MD-11 reports belonging to your company (performer mark).

- Search Reports
- View Reports

- Edit Reports

MD-11 Report Editor - User (TTCI) can edit all submitted MD-11 reports.

- Search Reports
- View Reports
- Edit Reports
- Delete Reports

MD-11 Report Viewer - User (WABL members) can view all submitted MD-11 reports.

- Search Reports
- View Reports

Logging In

To log into the MD Reports:

1. Open your internet browser and enter <https://public.railinc.com> to open the Railinc website.
2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.
3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.
4. In **My Applications**, select **MD Reports**.
5. The MD Reports Home page is displayed. Menu items may vary depending on your roles and permissions. [Exhibit 2](#) shows the menu items that support MD-11 Reports functionality.

MD Reports Menu

Exhibit 2. MD Reports Home Page



Logging Out

Select the **Sign Out** link in the upper right corner to end a MD Reports session. You are returned to the SSO Login Page.

MD-11 Report

Submit MD-11 Report

You must be assigned to the MD-11 Reporter role to save drafts and submit MD-11 Reports.

Use the following procedure to complete Form MD-11:

1. Log into the MD Reports as described in [Logging In](#). The MD Reports Home page is displayed ([Exhibit 2](#)).
2. From the menu bar, select MD-11 > Submit Report. The Submit MD-11 Report page is displayed:

Exhibit 3. Submit MD-11 Report

Submit MD-11 Defect Report

Instructions: This report is to cover bearings removed on account of WHY MADE CODES 50, 51, 52, 91 and 95 (see Field Manual of AAR Interchange Rules, Rule 36). **At the completion of the form, a Unique Identifier will be supplied for application to the failed bearing cup per Rule 36.** For MD-11 related comments or questions please email the WABL Webmaster. If you experience any technical issues with this form, please call Railinc at 1-877-724-5462 or email [Customer Support](#).

Reporter Contact Information

Name * * Indicates required field

Phone Number *

Email *

City * State/Province *

Country *

Railroad/Company *

Equipment Details

Repair Date * Date of Failure

Equipment Initial * Equipment Number *

Kind of Equipment *

Derailment * ☐ Yes ☐ No

Bearing/Axle Inspection Information

Repair Key Performing Mark *

Adapter Condition *

Adapter Pad Condition *

Method of Detection

Elastomeric Adapter Pad *

Failed Bearing Equipment Side * ☐ Left ☐ Right Axle Position *

Journal Bearing Size * Journal Burnt Off * ☐ Yes ☐ No

Why Made Code * ☐ 50 ☐ 51 ☐ 52 ☐ 91 ☐ 95

Wheel Serial Number

3. **Reporter Contact Information** on this page is prepopulated based on information in your SSO profile. Changing your contact information for this report does not change the information in your SSO profile.
4. The **Railroad/Company** field is not prepopulated with your MARK/Company ID and must be completed to proceed.
5. Save the form as draft by clicking the **Save Draft** button. The draft is kept for 7 days. Reporters have the ability to save, view and edit drafts that they have created.
6. Complete all required fields marked with a red asterisk on the Submit MD-11 Report page. When you have completed the form, click **Submit**. A submission success/failure message is displayed.

Exhibit 4. MD-11 Report Submission Message

MD Report Submitted Successfully	
Thank you for submitting your MD Report.	
	View/Print Report

7. Select **View/Print Report** to view or print a copy of the completed form for your records. To print the page, use your browser's printing functionality. For example: **File > Print**.

Exhibit 5. MD-11 Report View After Submission

MD-11 Roller Bearing Inspection Report	
Report Identification	
Repair Key	a9a98183-545f-4c6c-9b7e-40e86598a04f
MDID	FQ9W3E
Created Date	2020-08-11
Reporter Contact Information	
Name	John Smith
PhoneNumber	9196515000
Email	john.smith@railinc.com
City	CARY
State/Province	NC
Country	USA
Railroad/Company	RAIL
Equipment Details	
Equipment Initial	RAIL
Equipment Number	0000000050
Kind of Equipment	B
Derailment	N
Date of Failure	
Repair Date	2020-08-04
Bearing/Axle Inspection Information	
Performing Mark	BNSF
Adapter Condition	Broken
Adapter Pad Condition	Broken/Cracked
Method of Detection	
Elastomeric Adapter Pad	Unavailable
Failed Bearing Equipment Side	L
Axle Position	2
Journal Bearing Size	D - 5.5 x 10
Journal Burnt Off	N
Why Made Code	50
Wheel Serial Number	
Bearing/Axle Inspection Information	
Performing Mark	BNSF

- Verify the report has been assigned auto-generated **Repair Key** and **MDID**, located in the first and second rows of the report view, respectively. The MDID is generated using the Car Initial/Car Number/Axle Position/Side of Equipment/Repair Date combined. For more details about the MDID algorithm, see the note below and the [MD-11 Specifications Document](#).

Note: The MDID algorithm approved by the TAG follows these standards for all roads:

- The system will generate a unique MDID for Car Initial/Car Number/Axle Position/Side of Equipment/Repair Date combination
- Characters permitted: 0,1,2,3,4,5,6,7,9, A, B, C, D, E, F, H, J, K, M, P, Q, R, T, U, W, X, Y
- Validation has been added to prevent the use of these letters: I, S, G, O
- MDID is 6 characters in length, preceded by a zero when 5 characters
- Current and previously generated MDIDs are not affected by the updated algorithm

Review Drafts

To review MD-11 draft reports, you must be assigned to the MD-11 Reporter role for the company mark.

Use the following procedure to review MD-11 draft reports:

1. Log into the MD Reports as described in [Logging In](#). The MD Reports Home page is displayed ([Exhibit 2](#)).
2. From the menu bar, select **MD-11 > Review Drafts**. Available draft reports for your company mark are listed on the **MD-11 View Drafts** page.
3. To open a report, click the **View** link for the appropriate row located in the **Details** column.

Exhibit 6. View Drafts

MD11 View Drafts									Total Items: 1
MD Id	Equipment Initial	Equipment Number	Repair Date	Performer Mark	Create Date	Last Modified	Last Submitted Section	WMC	Details
FA4W7Q	RAIL	0000000050	2020-08-04	BNSF	2020-08-11	2020-08-11	Report	50	View

4. Scroll to the bottom of the report and click the **Edit** button. See [Edit MD-11 Reports](#) for details.

Exhibit 7. View Button Panel



5. Once you've made your updates, select **Save Draft** to save your draft or **Submit** to submit the report. Once the report is submitted, the **Save Draft** button is no longer available when viewing the report.

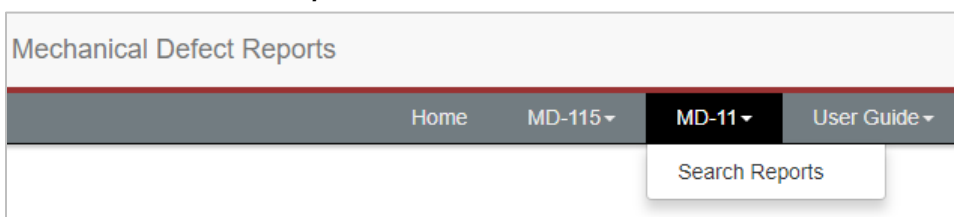
Search MD-11 Reports

You must be assigned to one or more of the following roles to perform search functions in MD-11 Reports: MD-11 Reporter, MD-11 Report Reviewer, MD-11 Report Editor or MD-11 Report Viewer.

Use the following procedure to search for MD-11 Reports:

1. Log into the MD Reports as described in [Logging In](#). The MD Reports Home page is displayed ([Exhibit 2](#)).
2. From the menu bar, select **MD-11 > Search Reports**.

Exhibit 8. MD-11 Search Reports Menu Item



3. Enter your search criteria. For example, select a Why Made Code from the **Why Made Code** drop-down field and click **Search**. The Search Results returns with all MD-11 reports for the given Why Made Code.

Exhibit 9. MD-11 Search MD-11 Reports

A screenshot of the 'Search MD-11 Reports' form. The form contains several input fields: 'Equipment Numbers', 'MD IDs', 'Created Date From', 'Created Date To', 'Repair Date From', 'Repair Date To', 'Repair Key', 'Wheel Serial No', 'Reporting Mark', 'Performer Mark', 'Why Made Code' (a dropdown), and 'Bearing Size' (a dropdown). At the bottom of the form are two buttons: 'Search' and 'Reset'.

4. To view the report, click on the **View** link located in the **Details** column of the Search Results.
5. Select **Export to CSV** to export the results list to a file.

Exhibit 10. MD-11 Search Results

Search MD-11 Reports

Equipment Numbers

MD IDs

Created Date From

Created Date To

Repair Date From

Repair Date To

Repair Key

Wheel Serial No

Reporting Mark

Performer Mark

Why Made Code

Bearing Size

Search

Reset

Total items: 80719 | [Export to CSV](#)

MD-11 ID	Last Submitted Section	External Closeout	New/Reconditioned	Equipment ID	Created Date	Repair Date	Reporting MARK	Performing MARK	Why Made Code	Wheel Serial	Details
F4DUY1	Internal Submitted	No	R	DM0000714001	2020-Nov-26	2020-Nov-26	BNSF	BNSF	51	abde1234	View
MB3UK1	Report Submitted			DDTX0000222338	2021-Jun-07	2021-Jun-03	NS	NS	51		View
17Y567	Report Submitted			TTX0000001234	2021-May-11	2021-May-10	BNSF	BNSF	91		View
J04T2A	Report Submitted			ABOX0000052096	2021-May-04	2021-Apr-15	NS	NS	51		View

Edit MD-11 Reports

You must be assigned to one or more of the following roles to perform edit functions in MD-11 Reports: MD-11 Reporter, MD-11 Report Reviewer or MD-11 Report Editor.

1. Log into the MD Reports as described in [Logging In](#). The MD Reports Home page is displayed ([Exhibit 2](#)).
2. From the menu bar, select **MD-11 > Search Reports**. Search reports as described in [Search MD-11 Reports](#).
3. To open the report, click the **View** link located in the **Details** column of the **Search Results** ([Exhibit 10](#)).
4. Scroll to the bottom of the report and click the **Edit** button.

Exhibit 11. MD-11 Edit/Delete Button Panel

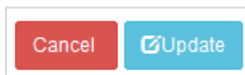
← Search Results

Edit

Delete

5. The Update MD-11 Report page is displayed. All fields are editable except for **Railroad/Company** (Railroad Mark), **Repair Key** and **Performing Mark**.
6. Edit the necessary fields, then scroll to the bottom of the report. Click **Update**.

Exhibit 12. MD-11 Update Button Panel



7. An **Edit Confirmation** pop-up box appears. Click **Yes** to make the changes or **No** to cancel.

Exhibit 13. MD-11 Edit Confirmation

edit confirmation	
You have made edits to this MD-11 Report. Are you sure you want to proceed?	
YES	NO

Delete MD-11 Reports

You must be assigned to the MD-11 Reporter and/or MD-11 Report Editor to perform delete functions in MD-11 Reports.

Use the following procedure to delete MD-11 Reports:

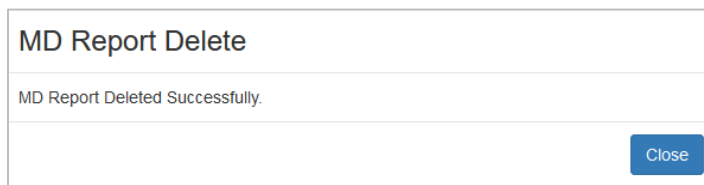
1. Log into the MD Reports as described in [Logging In](#). The MD Reports Home page is displayed ([Exhibit 2](#)).
2. From the menu bar, select **MD-11 > Search Reports**. Search reports as described in [Search MD-11 Reports](#).
3. To open the report, click the **View** link located in the **Details** column of the **Search Results** ([Exhibit 10](#)).
4. Scroll to the bottom of the report and click **Delete** ([Exhibit 11](#)).
5. A **Delete Confirmation** pop-up box appears. Click **Yes** to make the changes or **No** to cancel.

Exhibit 14. MD-11 Delete Confirmation

delete confirmation	
You have requested to delete this MD-11 Report. Are you sure you want to proceed?	
YES	NO

6. If you click **Yes**, a confirmation pop-up box appears to indicate the report has been successfully deleted.

Exhibit 15. MD-11 Delete Success Message



7. Click **Close** to return to MD-11 Search page.

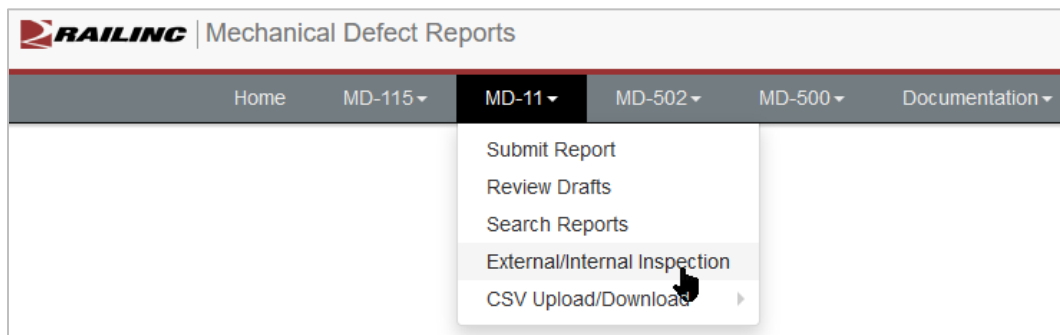
External/Internal Inspection

MD Reports allows users to submit a single external or internal inspection.

Use the following procedure to download reports for external inspection for MD-11 Reports:

1. Log into the MD Reports as described in [Logging In](#). The MD Reports Home page is displayed ([Exhibit 2](#)).
2. From the menu bar, select **MD-11 > External/Internal Inspection**.

Exhibit 16. MD-11 Report Menu – External/Internal Inspection



3. Search MD-11 Reports for external/internal inspections displays. Enter your search criteria and click **Search**.

Exhibit 17. Search External/Internal Reports

Search External/Internal Reports

Equipment Numbers

MD IDs

Created Date From

Repair Date From

Repair Key

Reporting Mark

Why Made Code

Created Date To

Repair Date To

Wheel Serial No

Performer Mark

Bearing Size

4. All report types are included in the search results, including initial submitted reports and external and internal submitted reports, and drafts of external and internal reports. These types can be identified in the **Last Submitted Section** (second) column.
5. To view a report, select the **View** link located in the **Details** column of the Search Results for the report you want to update.
6. For External Inspections, choose a report that was initially submitted (shown in the **Last Submitted Section** column as **Report Submitted**). This report can be edited, saved as draft and submitted for external inspection.

Exhibit 18. External/Internal Inspections Search Results – Report Submitted

Search External/Internal Reports

Equipment Numbers

MD IDs

Created Date From

Repair Date From

Repair Key

Reporting Mark

Why Made Code

Created Date To

Repair Date To

Wheel Serial No

Performer Mark

Bearing Size

Total Items: 80719 | [Export to CSV](#)

MD-11 ID	Last Submitted Section	External Closeout	New/ Reconditioned	Equipment ID	Created Date	Repair Date	Reporting MARK	Performing MARK	Why Made Code	Wheel Serial	Details
F4DUY1	Internal Submitted	No	R	DM0000714001	2020-Nov-26	2020-Nov-26	BNSF	BNSF	51	abde1234	View
MB3UK1	Report Submitted			DDTX0000222338	2021-Jun-07	2021-Jun-03	NS	NS	51		View
17Y567	Report Submitted			TTX0000001234	2021-May-11	2021-May-10	BNSF	BNSF	91		View
J04T2A	Report Submitted			ABOX0000052096	2021-May-04	2021-Apr-15	NS	NS	51		View
A44YT5	Report Submitted			ABOX0000052096	2021-May-04	2021-Apr-15	NS	NS	51		View
0YE541	Report Submitted			WFRX0000410221	2021-Mar-17	2021-Mar-17	BNSF	BNSF	50	43343	View

- a. From the view page, scroll to the bottom to select the **Submit/Edit External Inspection** button at the bottom of the report.

Exhibit 19. MD-11 Report View Button Panel

- b. Scroll to the **External Inspection Data** section and complete all required fields marked with a red asterisk. Refer to the [MD-11 Specifications Document](#) for field formats and values.
- c. When **External Inspection Closeout** is **Yes** in the **General Information**, the required fields are automatically added in the **Failure Progression Mode** section.

Exhibit 20. External Inspection Data

- d. Once all appropriate fields have been entered, select **Save Draft** to save as draft or **Submit** to submit the inspection.

Exhibit 21. External Inspection Data Button Panel

- e. An **Edit Confirmation** pop-up box appears. Click **Yes** to make the changes or **No** to cancel.

Exhibit 22. MD-11 Edit Confirmation

- f. When **Yes** is selected and the submission is successful, MD-11 opens a view of the inspection with your changes. If the submission is not successful, MD-11 provides error messages with specific instruction on which fields need to be fixed before trying to submit again.
7. For Internal Inspections, choose a report that was externally submitted (shown in the **Last Submitted Section** column as **External Submitted**) with no external closeout (**External Closeout** = **No**). This report can be edited, saved as draft and submitted for internal inspection.

Exhibit 23. External/Internal Inspections Search Results – External Submitted

Search External/Internal Reports

Equipment Numbers

MD IDs

Created Date From

Created Date To

Repair Date From

Repair Date To

Repair Key

Wheel Serial No

Reporting Mark

Performer Mark

Why Made Code

Bearing Size

Search

Reset

Total items: 80719 | [Export to CSV](#)

MD-11 ID	Last Submitted Section	External Closeout	New/ Reconditioned	Equipment ID	Created Date	Repair Date	Reporting MARK	Performing MARK	Why Made Code	Wheel Serial	Details
F4DUY1	Internal Submitted	No	R	DM0000714001	2020-Nov-26	2020-Nov-26	BNSF	BNSF	51	abde1234	View
F5QKZ5	Report Submitted			CSXT0000000001	2020-Dec-09	2020-Dec-08	CSXT	CSXT	50		View
F4DUY1	External Submitted	No	N	DM0000714001	2020-Nov-26	2020-Nov-26	BNSF	BNSF	51	3334246	View
F4DUY1	Report Submitted			DM0000714001	2020-Nov-26	2020-Nov-26	BNSF	BNSF	51	abde1234	View
B6B2T3	External Submitted	No	N	RAIL0000007901	2020-Nov-24	2020-Nov-24	RAIL	BNSF	51	425252	View

- a. From the view page, scroll to the bottom to select the **Submit/Edit Internal Inspection** button at the bottom of the report.

Exhibit 24. MD-11 Report View Button Panel

Submit/Edit External Inspection

Submit/Edit Internal Inspection

Search Results

- b. Scroll to the **Internal Inspection Data** section and complete all required fields marked with a red asterisk. Refer to the [MD-11 Specifications Document](#) for field formats and values.

Exhibit 25. Internal Inspection Data

Internal Inspection Data

Inspector Contact Information

Name *

John Smith

Phone Number *

9196515000

Email *

john.smith@rallinc.com

Country *

USA

State/Province *

NC

City *

Cary

Railroad/Company *

BNSF

Defective Bearing Inspection Information

Bearing Certificate Number *

(None Selected)

Seal Type *

(None Selected)

Inboard Seal Manufactured Date *

Outboard Seal Manufactured Date *

Inboard Seal Condition *

- c. Once all appropriate fields have been entered, select **Save Draft** to save as draft or **Submit** to submit the inspection.

Exhibit 26. Internal Inspection Data Button Panel

Cancel

Save Draft

Submit

- d. An **Edit Confirmation** pop-up box appears. Click **Yes** to make the changes or **No** to cancel.

Exhibit 27. MD-11 Edit Confirmation

edit confirmation

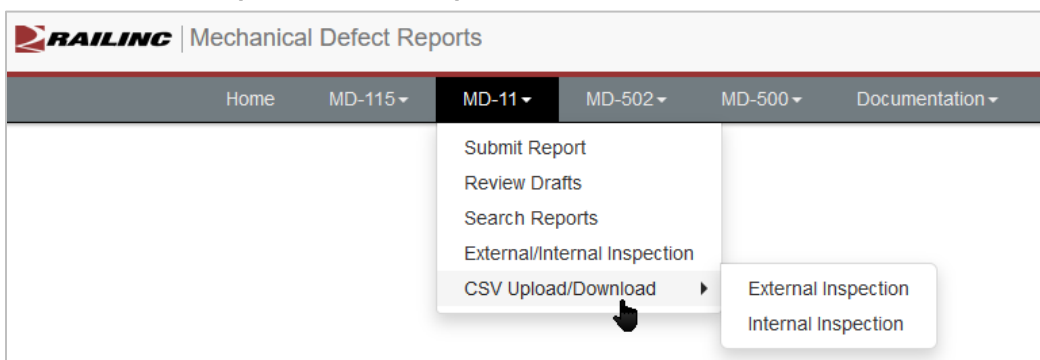
You have made edits to this MD-11 Report. Are you sure you want to proceed?

YES

NO

CSV Upload/Download

MD Reports allows users to download reports for external and internal inspections, and upload completed multiple external and internal inspections.

Exhibit 28. MD-11 Report Menu – CSV Upload/Download

External Inspection

MD Inspectors must have permission for given performer road(s) to submit external inspections. To request permissions, submit your role requests at MD Reports application.

You must be assigned to the MD-11 External Inspector role to perform the following functions for MD-11 Reports.

Exhibit 29. Download Reports for External Inspection

Submit an External Inspection

- Download Records Ready for External Inspection
- Select the Record you wish to submit an External Inspection for
- Using the specifications document, fill in the appropriate fields
- Upload Your completed Comma Separated Values(CSV) Document
- Your MD Inspector Role(s) must have permission for given performer road(s) to download reports. To request permissions, submit your role requests at MD Reports application.

Download Reports for External inspection

Your CSV should only contain records (rows) for which you wish to submit an inspection for. For field level rules, valid values, format, field length and user role permission needed to complete your reports, please refer to the specifications document.

Select from the following Performer Mark(s):

☒ BNSF ☒ RAIL

[Download File](#)

Upload Completed External Inspections

Please refer to the "Spec document" to get field level rules, valid values, format, field length and user role permission needed to complete your reports

CSV File Upload

[Browse...](#) No file selected.

[Upload](#)

Download Reports for External Inspection

Use the following procedure to download reports for external inspection for MD-11 Reports:

1. Log into the MD Reports as described in [Logging In](#). The MD Reports Home page is displayed ([Exhibit 2](#)).
2. From the menu bar, select **MD-11 > CSV Upload/Download > External Inspection**.

3. Select your performer mark(s) by clicking inside the checkbox(es) and click **Download File**.
4. Open or save the CSV file to your computer. The CSV file includes all completed fields that the MD-11 Reporter has submitted and empty fields for the MD-11 External Inspector to enter.

Exhibit 30. External Inspection File Download (columns F thru AA are hidden)

	A	B	C	D	E	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM
1	Key	MDID	Created T	Modified	Reporter Name	Why Made	Wheel Se	Report St	External I	External I	External I	External I	External I	External I	External I	Bearing C	Defective
2	a9a98183-	FQ9W3E	08112020	08112020	John Smith	50		S									
3	4a695dce-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S	Richard V	9.2E+09	CARY	USA	NC	richard.va	BNSF	DS	
4	faeb621e-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S	Richard V	9.2E+09	CARY	USA	NC	richard.va	BNSF	OK	N
5	5a1731a6-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S	Richard V	9.2E+09	CARY	USA	NC	richard.va	BNSF	OK	N
6	06ed3ac8-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									
7	bed58cb5-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									
8	5a45c7ec-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									
9	48d1b872-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									
10	bca517de-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									
11	cd4fd58d-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									
12	3230e7a7-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									
13	fe3deecc-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									
14	baffd2d0-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									
15	c24c7fc0-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									
16	dac53191-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									
17	dfe36066-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									
18	e1d6afb4-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									
19	21ad4a48-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									
20	eff17704-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									
21	aa23d872-	HMMX69	08072020	08072020	TestMD11 Tester	51	425252	S									

5. Once the External Inspector has entered the appropriate fields, follow steps for [Upload Completed External Inspections](#). Refer to the [MD-11 Specifications Document](#) for field formats and values.

Upload Completed External Inspections

Use the following procedure to upload completed external inspections to MD-11 Reports:

1. Log into the MD Reports as described in [Logging In](#). The MD Reports Home page is displayed ([Exhibit 2](#)).
2. From the menu bar, select **MD-11 > CSV Upload/Download > External Inspection** ([Exhibit 23](#)).
3. Browse and select your completed MD-11 Report for External Inspections. Keep in mind:
 - The file is in CSV format and there can be multiple records in one file.
 - Validation takes place during the upload process and even if one record is incorrect, the entire file is rejected.
 - When a file is rejected, an email is sent to the External Inspector with the status of **Rejected** with an attachment of the error messages and codes for making appropriate corrections and uploading again.
 - When a file is accepted, it has passed all the validations and an email is sent to the External Inspector with the status of **Accepted**.
 - Long numbers like serial numbers may display as scientific numbers (e.g., 1.23E3+13). This is Microsoft Excel's way of translating long numbers into scientific notations. If widening the affected column does not change it back to a standard number, use these steps before saving and uploading your file:
 - a. Select the column that has the long number and right-click
 - b. Select **Format Cells > Custom**

- c. Select **0** for **Type** and click **OK**
- Refer to the [MD-11 Specifications Document](#) for field formats and values.

Internal Inspection

MD Inspectors must have permission for given performer road(s) to submit internal inspections. To request permissions, submit your role requests at MD Reports application.

You must be assigned to the MD-11 Internal Inspector role to perform the following functions for MD-11 Reports.

Exhibit 31. MD-11 Report Menu – Internal Inspection

Submit an Internal Inspection

- Download Records Ready for Internal Inspection
- Select the Record you wish to submit an Internal Inspection for
- Using the specifications document, fill in the appropriate fields
- Upload Your completed Comma Separated Values(CSV) Document
- Your MD Inspector Role(s) must have permission for given performer road(s) to download reports. To request permissions, submit your role requests at MD Reports application.

Download Reports for Internal Inspection

Please refer to the "Spec document" to get field level rules, valid values, format, field length and user role permission needed to complete your reports

Select from the following Performer Mark(s):

☒ BNSF ☒ RAIL

Download File

Upload Completed Internal Inspections

Please refer to the "Spec document" to get field level rules, valid values, format, field length and user role permission needed to complete your reports

CSV File Upload

Browse... No file selected.

Upload

Download Reports for Internal Inspection

Use the following procedure to download reports for internal inspection from MD-11 Reports:

1. Log into the MD Reports as described in [Logging In](#). The MD Reports Home page is displayed ([Exhibit 23](#)).
2. From the menu bar, select **MD-11 > CSV Upload/Download > Internal Inspection**.
3. Select your performer mark(s) by clicking inside the checkbox(es) and click **Download File**.
4. Open or save the CSV file to your computer. The CSV file includes all completed fields that the MD-11 Reporter has submitted and empty fields for the MD-11 Internal Inspector to enter.

Exhibit 32. Internal Inspection File Download (columns F thru CF are hidden)

	A	B	C	D	E	CG	CH	CI	CJ	CK	CL	CM	CN	CO
1	Key	MDID	Created T	Modified	Reporter	Internal Ir	Internal Ir	Internal Ir	Internal Ir	Internal Ir	Internal Ir	Internal Ir	Defective	Mate Bearing
2	38495b5b-	HMMX69	08072020	08102020	TestMD11	Richard Va	9.2E+09	CARY	USA	NC	richard.vanvalkenburgh@railinc.com			
3	9a4a3d16-	D2T1MK	08072020	08072020	dm.m	Richard Va	9.2E+09	CARY	USA	NC	richard.va	BNSF	3	
4	6529bc57-	6EUJ40	07272020	07272020	TestMD11	Richard Va	9.2E+09	CARY	USA	NC	richard.va	BNSF	21	
5	ee573c64-	6EUJ40	07272020	07272020	TestMD11	Tester								
6	f4a97216-	6EUJ40	07272020	07272020	TestMD11	Tester								
7	c9325704-	6EUJ40	07272020	07272020	TestMD11	Tester								
8	f9ccb2f7-5	6EUJ40	07272020	07272020	TestMD11	Tester								
9	169f7328-	6EUJ40	07272020	07272020	TestMD11	Tester								
10	08427763-	6EUJ40	07272020	07272020	TestMD11	Tester								
11	15ace094-	6EUJ40	07272020	07272020	TestMD11	Tester								
12	ff7c6ae0-	6EUJ40	07272020	07272020	TestMD11	Tester								
13	f25d7031-	6EUJ40	07272020	07272020	TestMD11	Tester								
14	bfa67c8a-	6EUJ40	07272020	07272020	TestMD11	Tester								
15	8858a1ad-	6EUJ40	07272020	07272020	TestMD11	Tester								
16	facd9b2c-	6EUJ40	07272020	07272020	TestMD11	Tester								
17	c8dda9db-	6EUJ40	07272020	07272020	TestMD11	Tester								
18	7d778d8f-	6EUJ40	07272020	07272020	TestMD11	Tester								
19	1e4d51c0-	6EUJ40	07272020	07272020	TestMD11	Tester								
20	8475ebf3-	6EUJ40	07272020	07272020	TestMD11	Tester								

- Once the Internal Inspector has entered the appropriate fields, follow steps for [Upload Completed Internal Inspections](#). Refer to the [MD-11 Specifications Document](#) for field formats and values.

Upload Completed Internal Inspections

Use the following procedure to upload completed internal inspections to MD-11 Reports:

- Log into the MD Reports as described in [Logging In](#). The MD Reports Home page is displayed ([Exhibit 2](#)).
- From the menu bar, select **MD-11 > CSV Upload/Download > Internal Inspection** ([Exhibit 23](#)).
- Browse and select your completed MD-11 Report for Internal Inspections. Keep in mind:
 - The file is in CSV format and there can be multiple records in one file.
 - Validation takes place during the upload process and even if one record is incorrect, the entire file is rejected.
 - When a file is rejected, an email is sent to the Internal Inspector with the status of **Rejected** with an attachment of the error messages and codes for making appropriate corrections and uploading again.
 - When a file is accepted, it has passed all the validations and an email is sent to the Internal Inspector with the status of **Accepted**.
 - Long numbers like serial numbers may display as scientific numbers (e.g., 1.23E3+13). This is Microsoft Excel's way of translating long numbers into scientific notations. If widening the affected column does not change it back to a standard number, use these steps before saving and uploading your file:
 - Select the column
 - Select **Format Cells > Custom**
 - Select **0** for **Type** and click **OK**
 - Refer to the [MD-11 Specifications Document](#) for valid field formats and values.

Manufacturer's/Reconditioner's Search Page

You must be assigned to the MD-11 Manufacturer/Reconditioner role to use the Manufacturer's/Reconditioner's search function in MD-11 Reports. Manufacturers can only view parts that are manufactured by their company and Reconditioners can only view parts that are reconditioned by their company. If your company's data does not appear in the search results, contact Railinc's Customer Success Center at csc@railinc.com or 1-877-RAILINC (724-5462).

Use the following procedure to search for parts by your company:

1. Log into the MD Reports as described in [Logging In](#). The MD Reports Home page is displayed ([Exhibit 2](#)).
2. From the menu bar, select **MD-11 > Manufacturer's/Reconditioner's Search Page**.

Exhibit 33. Manufacturer's/Reconditioner's Search Menu Item



3. Enter your search criteria. For example, select a Why Made Code from the **Why Made Code** drop-down field and click **Search**.

Exhibit 34. Manufacturer's/Reconditioner's Search Menu Item

 A screenshot of the 'Manufacturer's/Reconditioner's Search Page'. The page title is 'Manufacturer's/Reconditioner's Search Page'. Below the title is a search form with the following fields:

- Why Made Code: A dropdown menu.
- Failure Progression Mode: A dropdown menu.
- Journal Bearing Size: A dropdown menu.
- Bearing Certificate Number: A dropdown menu.
- Created Date From: A date input field with a calendar icon.
- Manufactured Date From: A date input field with a calendar icon.
- Failure Date From: A date input field with a calendar icon.
- Repair Date From: A date input field with a calendar icon.
- Backing Ring Loose: Radio buttons for Yes and No.
- New or Reconditioned: Radio buttons for New and Recnd.
- Created Date To: A date input field with a calendar icon.
- Manufactured Date To: A date input field with a calendar icon.
- Failure Date To: A date input field with a calendar icon.
- Repair Date To: A date input field with a calendar icon.

 At the bottom of the form are two buttons: 'Search' and 'Reset'.

4. The Search returns data for all MD-11 parts from your company for the selected Why Made Code. Result fields are slightly different for manufacturer and reconditioner.
5. To view the details of a part, click on the **View** link located in the **Details** column of the Search Results.
6. Select **Export to CSV** to export the results list to a file.

Private Car Owner Search Page

You must be assigned to the MD-11 Private Car Owner role to use the Private Car Owner search function in MD-11 Reports. PCOs can only view equipment that is owned by their company with the Why Made Code of 91. If your company's data does not appear in the search results, contact Railinc's Customer Success Center at csc@railinc.com or 1-877-RAILINC (724-5462).

Use the following procedure to search for parts by your company:

1. Log into the MD Reports as described in [Logging In](#). The MD Reports Home page is displayed ([Exhibit 2](#)).
2. From the menu bar, select **MD-11 > Private Car Owner Search Page**.

Exhibit 35. MD-11 Private Car Owner Search Menu Item



3. Entering search criteria is not required, but can be used to narrow your search.
 - a. Equipment Numbers and MD IDs can be entered individually or as a list.
 - b. To search on the last submitted status, select the status from **Last Submitted Status** drop-down list.
 - c. For only closed reports, select the **Show only Closed Reports** checkbox.
4. Click **Search**.

Exhibit 36. MD-11 Private Car Owner Search Page

Private Car Owner Search Reports

Equipment Numbers

MD IDs

Reporting Mark Performer Mark

Why Made Code Bearing Size

Repair Key Last Submitted Status

☐ Show only Closed Reports

[Search](#) [Reset](#)

Total items: 6 | [Export to CSV](#)

Last Submitted Section	MD-11 ID	Equipment ID	Reporting MARK	Performing MARK	Failure Date	Repair Date	Reconditioned	Journal Bearing Size	Why Made Code	Detection Method	Details
Internal Submitted	5QQD6W	RAIL0000001002	RAIL	BNSF		2022-Jan-05	N	K	91	A	View
Internal Submitted	3W5JAD	RAIL0000000101	NS	NS	2019-Jul-25	2019-Aug-01	N	F	91	A	View
External Submitted	EBQCU4	RAIL0000000101	RAIL	BNSF		2019-Sep-01	R	G	91		View
External Submitted	54YCK9	RAIL0000000101	RAIL	BNSF		2021-Sep-01	N	D	91		
Report Submitted	9024JT	RAIL0000000101	BNSF	BB	2019-Aug-01	2019-Sep-01		K	91	D	
Report Submitted	431AXH	RAIL0000000001	RAIL	NS	2019-Aug-01	2019-Aug-03		D	91		

10 25 50 100

- The Search returns data for all MD-11 equipment from your company within the search criteria for Why Made Code 91 only.
- To view the defect report details, click on the **View** link located in the **Details** column of the Search Results. The **View** link appears once the report has completed.
- Select **Export to CSV** to export the results list to a file. The CSV file will only contain the report details that have completed.