



**Product Data Reporting and
Evaluation Program (PDREP)**

**Facility and Oversight Plan
(Surveillance Plan)**

**User Guide
September 2016**

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Click link and the hold “CTRL” key to follow link

FOREWORD

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. The Product Data Reporting and Evaluation Program's (PDREP) Survey application is designed to work in concert with existing DoD and Navy policies and processes. Its purpose is to assist users with the functionality of the PDREP- SURVEILLANCE PLAN application and to facilitate compliance with DoD and Navy policy.

Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy Survey program processes and requirements.

REFERENCES:

1. Defense Contract Management Agency (DCMA) [Guide Book](#)
2. Secretary of the Navy Instruction (SECNAVINST) [4855.5B](#)

INTRODUCTION

This document is intended to assist Defense Contract Management Agency (DCMA) personnel in the creation of Surveillance Plans in PDREP.

FACILITY OVERSIGHT PLAN (FOP) – DCMA SURVEILLANCE PLAN (SP)

A surveillance plan is prepared to identify the Quality Assurance Representative's (QAR's) overall plan to evaluate quality system and product related processes. Not only is it intended to provide a strategy for periodic evaluation, it is also a vehicle to document the QAR's concerns as well as a format for communication and coordination of joint audits and inspections with the customer. The surveillance plan is a dynamic plan that must be formally updated, as a minimum, every twelve months. Updates will be based on factors such as receipt of new contract requirements, contractor's production activity and the contractor's quality and technical performance history. Requirements identified by the customer/delegating activity via the QALI/LOD may necessitate more frequent surveillance updates.

Users that have access to the PDREP FOP (SP) application are also provided access to other common features that can be used to leverage supplier past performance information and material history via adhoc query, supplier profiles, and an IHS Haystack link.

The PDREP FOP application is accessible via the Product Data Reporting and Evaluation Program home page: <https://www.pdrep.csd.disa.mil/>

First time PDREP users will need to submit a User Access request form, available on the NSLC home page: <http://www.nslcptsmh.csd.disa.mil>. Click on [User Access Request](#) to download the form. Follow the directions on the form to submit the request for access to PDREP.

1 VIEWING THE SURVEILLANCE PLAN WORKLIST/REPORT

Once you have logged in the PDREP Home screen (Figure 1.1) will display. You may not see all of the options listed depending on your level of access.

**Please refer to [PDREP User Access Request and Login Procedures](#) to access the PDREP application*

1. Click the “Facility Oversight Plan (FOP)” link under PDREP Applications toward the upper left portion of the screen. The Facility Oversight Plan Worklist will display (Figure 1.2).

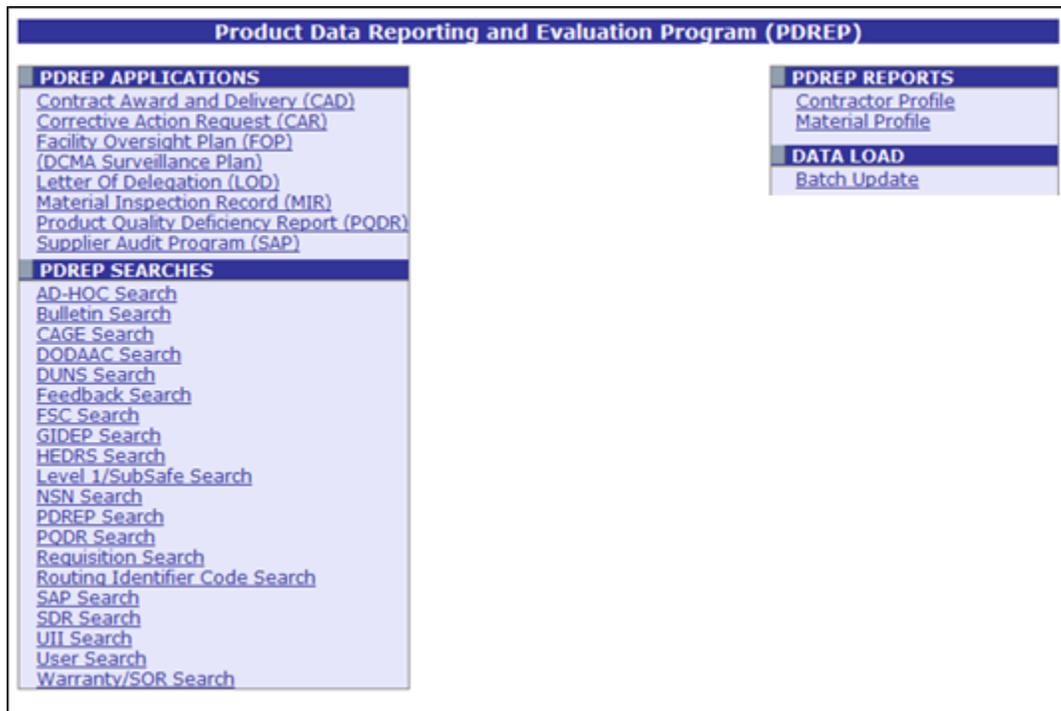


Figure 1.1

Surveillance Plan Worklist/Report | [Create New Surveillance Plan](#) | [Surveillance Plan Transfer](#) | [Surveillance Plan Search](#)

Facility Oversight Plan (FOP - DCMA Surveillance Plan) Report

Instructions
(M) denotes a mandatory field
 1. Enter mandatory fields
 2. Enter optional fields, if information is known
 3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
 4. Click **Run Report** button

(M) CAGE Code: OR (M) Team Code: OR (M) User Code:

Preparation Start Date: End Date: 09/19/2015
 Year: DoDAAC:

Location: -ALL- Sort By: PREPARATION DATE - ASC

(Note: Location is applicable only to the BASIC Report Type)

Program Type:

<input type="checkbox"/> Naval Nuclear Propulsion Program (NNPP)	<input type="checkbox"/> Navy Propulsion Program (Props)
<input type="checkbox"/> Level I/SUBSAFE (LI/SS, Code 832)	<input type="checkbox"/> SUPSHIP - Northrup Grumman (NG)
<input type="checkbox"/> Deep Submergence Systems Program (DSSP)	<input type="checkbox"/> SUPSHIP - Electric Boat (EB)
<input type="checkbox"/> Nuclear Plant Material (NPM, Code 87)	<input type="checkbox"/> Fly-By-Wire (FBW)
<input type="checkbox"/> Non-NSEP CSI	<input type="checkbox"/> ALRE
<input type="checkbox"/> Complex/Critical (Excluding CSI)	<input type="checkbox"/> NASA
<input type="checkbox"/> Non-Critical, Non-NSEP	

Facility/Contract Based: Facility Based Contract Based Both

Report Type: Basic Unreviewed by TWH and Customer(s)

Supplier Type: NSEO Administered Supplier Shared Supplier

FOP Status: Active Inactive Both

Figure 1.2

1. The Worklist/Report settings will default as shown above. To Search surveillance plans you must enter one of the three mandatory fields: CAGE Code, Team Code or User Code. You can optionally constrain the results by Preparation Start and End date; Facility Based, Contracted Based or both. Then by the SURVEILLANCE PLAN Status – whether it is Active, Inactive, or both.
2. When you have selected the criteria, click “Run Report” to view all surveillance plans matching the criteria entered.
3. Inputs to the Surveillance Plan Worklist/Report page are described below.
 - a. Preparation Start and End Dates: The dates default to the current date minus three years, and can be changed by the user but must be included in the report selection.
 - b. CAGE Code (Mandatory): Used to restrict the report to surveillance plans where the CAGE Code entered.
 - c. QAR User Code (Mandatory): Used to restrict the report to the QAR User Code associated with the surveillance plan matched the one entered here.
 - d. Year: Used to restrict the report to surveillance plans created in the same year as the one entered here.
 - e. Team Code (Mandatory): Used to restrict the report to surveillance plans where the Team Code of the QAR is the same as the one entered here.
 - f. Location: Used to restrict the report to the current location of the surveillance plan within the creation or review cycle as the location entered here.

- g. Program Type: Used to restrict the report to those programs selected here. Selection of multiple programs will return all surveillance plans with any of the selected programs identified. No selection will return all program type.
- h. Facility/Contract Based: Used to restrict the report to those surveillance plans where the company type is that selected. Both is the default selection, but can be changed.
- i. Supplier Type: This field will bring back records of either the NSEO Administered Supplier or Shared Supplier, which is chosen in the record. Shared Supplier is the default selection, but can be changed.

Note: The mandatories listed above are an “or “which means you would have to input CAGE Code, User Code, or Team Code.

4. Report Result fields are described below:
 - a. Surveillance plan Number: This is the serial number for any surveillance plan matching the selection criteria.
 - b. Company Name: This is the name of the company for any surveillance plan matching the selection criteria.
 - c. Issue Date: This is the preparation date for any surveillance plan matching the selection criteria.
 - d. Prepared By: This is the QAR name for any surveillance plans matching the selection criteria.
 - e. Activity: This is the DODAAC of the surveillance plan originator.
 - f. Team Lead: This is the Team Lead name of the associated for any surveillance records.
 - g. Program Type(s): This is the program types for any surveillance plan.
 - h. Current Location: This is the current review location of the surveillance plan.
 - i. Last Update Date: This is the most recent entry recorded in PDREP for any surveillance plan matching the selection criteria.
 - j. Due: This is the date the annual review is to be completed.
 - k. Last Action: This is the most recent action that occurred with the surveillance plan.
5. The surveillance plans can be at any of the following process stages:
 - a. Surveillance plans for twelve month reviews due (visible by QAR and Team Leads only).
 - b. Surveillance plans awaiting approval by the appropriate Team Leader (visible by the QAR, Team Lead and surveillance plan Reviewer access levels only).
 - c. Surveillance plans with the review completed by the Team Leader (visible by the QAR, Team Lead and surveillance plan reviewer access levels only).
 - d. Surveillance plan drafts (visible by QAR and Team Leads only).
6. The results of any report can be downloaded directly to Microsoft Excel using the link at the top of the results page. This allows the user to perform additional sorting, filtering or other analytical functions on the report results.

2 INITIATING A NEW SURVEILLANCE PLAN

- 1) When entering the Surveillance Plan module of PDREP the work list page displays with five tabs across the top of the page: Surveillance Plan Work list; Create New Surveillance Plane; Surveillance Plan Transfer; Surveillance Plan Search; and Report.
- 2) To create a new Surveillance Plan, click the tab labeled “Create New Surveillance Plan”. The Create a New Surveillance Plan page will display (Figure 2.1).

FOUO UNCLASSIFIED FOUO

Product Data Reporting and Evaluation Program (PDREP)

[PDREP Home](#) • [Submit Feedback](#) • [External Links](#) • [PDREP Manuals](#) User Profile: [logout](#)

[Surveillance Plan Worklist/Report](#) **[Create New Surveillance Plan](#)** [Surveillance Plan Transfer](#) [Surveillance Plan Search](#)

Facility Oversight Plan (FOP - DCMA Surveillance Plan)

CREATE A NEW SURVEILLANCE PLAN

Please enter the CAGE for Surveillance Plan Creation:

(M) CAGE Code:

PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.27, Build Date : 05/13/2016
Phone : (207) 438-1690 [Email Technical Support](#)
September 6th, 2016

Figure 2.1

- 3) Enter the CAGE Code of the Contractor the surveillance plan is being prepared for. Click the Create/Edit surveillance plan button. The Facility Oversight Plan form displays (Figure 2.2 and Figure 2.3).

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Product Data Reporting and Evaluation Program (PDREP)

[PDREP Home](#) • [Submit Feedback](#) • [External Links](#) • [PDREP Manuals](#)
User Profile: [logout](#)

[Surveillance Plan Worklist/Report](#) | [Create New Surveillance Plan](#) | [Surveillance Plan Transfer](#) | [Surveillance Plan Search](#)

Facility Oversight Plan (FOP - DCMA Surveillance Plan)

Instructions
(CM) denotes a mandatory field for 'Contract Based' Surveillance Plan
(FM) denotes a mandatory field for 'Facility Based' Surveillance Plan

1. Enter mandatory fields
2. Enter optional fields, if information is known
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
4. To save the record, click **Save**
5. To cancel the process, click **Cancel**

CAGE Code Information

CAGE Code: CPARS

Company Name: TEST CAGE TEST <, >, &.
Street Address: TEST CAGE TEST <, >, &.
City, State, Zip: TEST CAGE TEST <, >, &.

Facility Based
 NSEO Administered Supplier
 Active

Contract Based
 Shared Supplier
 Inactive

Quality Assurance Representative (QAR)

(CM) Activity:
(FM) Name:
Phone Number:
Email Address:
Team Code:

Contractor

(CM) <SELECT>
(FM)

Note: You can only edit your own POCs

DODAAC/CAGE	Name	Phone Number	Email Address	Edit	Delete
	N/A		TEST@NAVY.MIL	<input type="button" value="Delete"/>	<input type="button" value="Delete"/>

CAGE:

Associated CAGE Codes:

Applicable NSEP Programs

(CM) Select all that applies:
(FM)

Naval Nuclear Propulsion Program (NSTR-2000)
 Navy Propulsion Program (DCMA-INST 320)

Level I/SUBSAFE (DCMA-INST 320)
 SUPSHIP - Northrop Grumman (LOD)

Deep Submergence Systems Program (DCMA-INST 320)
 SUPSHIP - Electric Boat (LOD)

Nuclear Plant Material (DCMA-INST 320)
 Fly-By-Wire (DCMA-INST 320)

Non-NSEP CSI (DCMA-INST 303)
 ALRE (DCMA-INST 317)

Complex/Critical Excluding CSI (DCMA-INST 324)
 NASA (DCMA-INST 307)

Non-Critical, Non-NSEP (DCMA-INST 324)

Note: In addition to the Product Exam AQLs listed for the blocks above, the QAR complies with all additional customer requests (LODs, QALI, Mandatories, etc.) and the NSEP Instruction 320.

Highest Contractually Imposed Quality Assurance Provision

(CM) Provision: 52.246-2 - Standard Form 32
(FM)

Products Supplied to the NSEP Program

(CM) Narrative: ASDF ASDF SDAF
(FM) (Maximum 4000 characters)

FSC:

FSC(s) Associated with FSCM:

Areas of Concern

(FM) Narrative: ASDFSDA ASDF ASDF ASDF ASDFASDFASDF
(Maximum 4000 characters)

Changes in the Surveillance Plan since Last Issue

(FM) Narrative: ASDF ASDF ASDFASDF
(Maximum 4000 characters)

Supplier Audit Processes - In House

Audit I.D. Number	Process(es)	Audit Date	Audit Result
N45112-2015001	INSPECTION AND TESTING	03/03/2015	NOT APPLICABLE

Figure 2.2

Process Surveillance Program					
(CM) (FM)	Process:	<SELECT>		Add to List	
		Process(es)	Frequency	Delete	
		MPS 05 - MPS 05-Testing & Inspection Operations	Daily	Delete	
Product Audits/Inspections As a Result of DC&A or Other Concerns					
(FM)	Narrative: (Maximum 4000 characters)	ASDFASDF SADF SDFSDF SDAF			
NSEP Program Specific Technical Reviews					
(FM)	Specification:	<SELECT>		Add to List	
		Specification(s)	Scheduled Date	Completed Date	Delete
		MIL-STD-767 Military Standard Control of Hardware	03/03/2015		Delete
	Notes: (Maximum 2000 characters)				
Data Collection & Analysis					
(FM)	Narrative: (Maximum 4000 characters)	ASDF ASD FASD			
Other Information					
	Narrative: (Maximum 4000 characters)	F ASDF SADF SDAFSD SADF			
Approval History					
	Submitted For Review	Submitted To	Approval Date	Rejected Date	Sent to Customer
	03/03/2015				
		Spell Check	Save	Cancel	

Figure 2.3

NOTE: Mandatory fields in the surveillance plan module are marked with (FM) for those contractors identified as Facility Based, and (CM) for those contractors identified as Contract Based.

2.1 Components of the surveillance plan page:

- 1) Facility Based/Contractor Based: If the Contractor is a Facility Based or Contract Based, click the circle next to desired choice to change from the default.
- 2) NSEO Administered Supplier or Shared Supplier.
- 3) Active/Inactive: Here the QAR can change the record from active to inactive.
- 4) QAR Representative Information: The Activity, Name, Phone Number, Email Address, and Team Code will default to the information in your user profile, but can be changed if you are entering a surveillance plan on behalf of another QAR (Figure 2.4).

Surveillance Plan Worklist/Report | **Create New Surveillance Plan** | Surveillance Plan Transfer | Surveillance Plan Search

Facility Oversight Plan (FOP - DCMA Surveillance Plan)

Instructions
(CM) denotes a mandatory field for 'Contract Based' Surveillance Plan
(FM) denotes a mandatory field for 'Facility Based' Surveillance Plan

1. Enter mandatory fields
2. Enter optional fields, if information is known
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
4. To save the record, click **Save**
5. To cancel the process, click **Cancel**

Save As Draft Cancel

CAGE Code Information

(CM)(FM) CAGE Code:

Company Name:
Street Address:
City, State, Zip:

Facility Based NSEO Administered Supplier Active
 Contract Based Shared Supplier Inactive

Quality Assurance Representative (QAR)

(CM) Activity:
(FM)

Name:

Phone Number:

Email Address:

Team Code:

Figure 2.4

- 5) Contractor: The appropriate Contractor Points of Contact are selected from the POC listings for your organization. When you find the appropriate Contractor Information, click “Add POC to List”. The selected POC will be identified in a box below the selection screen as shown below. Multiple selections can be made by selecting additional POCs and clicking “Add POC to List”. (Figure 2.5)

Contractor

(CM) <SELECT>
(FM) #7101-SHOOTER - TEST COMPANY
6M389-ALLEN R. MCGEE - FASTENING PRODUCTS CO INC
BIG GUY

Add POC to List Add New POC

Note: You can only edit your own POCs

DODAAC/CAGE	Name	Phone Number	Email Address	Edit	Delete
6M389	ALLEN R. MCGEE	(603) 431-9460 X475	MCGEEAR@NAVSEA.NAVY.MIL		Delete

CAGE: Lookup CAGE Add CAGE to List

Associated CAGE Codes: Delete CAGE from List

Figure 2.5

- 6) Applicable NSEP Programs: Identify the applicable NSEP program the products are produced for by this Contractor. Multiple selections can be made by clicking in the boxes next to the appropriate program. (Figure 2.6)

Applicable NSEP Programs

(CM) **Select all that applies:**
(FM)

Naval Nuclear Propulsion Program (NSTR-2000) Navy Propulsion Program (DCMA-INST 320)
 Level I/SUBSAFE (DCMA-INST 320) SUPSHIP - Northrup Grumman (LOD)
 Deep Submergence Systems Program (DCMA-INST 320) SUPSHIP - Electric Boat (LOD)
 Nuclear Plant Material (DCMA-INST 320) Fly-By-Wire (DCMA-INST 320)
 Non-NSEP CSI (DCMA-INST 303) ALRE (DCMA-INST 317)
 Complex/Critical Excluding CSI (DCMA-INST 324) NASA (DCMA-INST 307)
 Non-Critical, Non-NSEP (DCMA-INST 324)

Note: In addition to the Product Exam AQLs listed for the blocks above, the QAR complies with all additional customer requests (LODs, QALL, Mandatories, etc.) and the NSEP Instruction 320.

Figure 2.6

- 7) Highest Contractually Imposed Quality Assurance Provision: Select from a drop down selection the highest level quality program implemented at the Contractor facility.

Highest Contractually Imposed Quality Assurance Provision	
(CM) (FM)	Provision: <input type="text" value="52.246-2 - Standard Form 32"/>
Products Supplied to the NSEP Program	

Figure 2.7

- 8) Products Supplied to the NSEP Program: Enter a detailed narrative description of the products supplied by this Contractor.
- 9) FSC: Enter the FSC Code if known in support of the Products Supplied, and click “Add FSC to List”. To add multiple, repeat this for each FSC applicable to this Contractor. To delete an FSC from the listing, select the FSC to delete and click “Delete FSC from List”.

Products Supplied to the NSEP Program	
(CM) (FM)	Narrative: <input type="text" value="TEST RECORD, DO NOT PROCESS. 25SEP2013"/> <small>(Maximum 4000 characters)</small> FSC: <input type="text"/> <input type="button" value="Add FSC to List"/> FSC(s) Associated with FSC: <input type="text"/> <input type="button" value="Delete FSC from List"/>

Figure 2.8

- 10) Areas of Concern: Enter a detailed description of the areas of concern associated with this Contractor. These concerns are based on the outcome of Quality Data Evaluation and customer input and requirements. Refer to the QARI ([DCMA-INST 320](#)) for additional guidance.
- 11) Changes in the surveillance plan since the Last Issue: Enter a description of the changes to the surveillance plan since the original issue of the plan. This may be as a result of subsequent Quality Data Evaluation or a change in the Contractor. Refer to the QARI ([DCMA-INST 320](#)) for additional guidance.

Areas of Concern	
(FM)	Narrative: <input type="text" value="TESTING"/> <small>(Maximum 4000 characters)</small>
Changes in the Surveillance Plan since Last Issue	
(FM)	Narrative: <input type="text" value="TESTING"/> <small>(Maximum 4000 characters)</small>

Figure 2.9

- 12) Supplier Audit Process – In House: At initial creation of the surveillance plan, this field is not editable. When the surveillance plan is saved, the SAP information will be pulled from the SAP module within PDREP for the Contractor. (Figure 2.10)

- 13) Process Surveillance Program: Select the process utilized by the Contractor from the drop down selection and click “Add to List”. Once selected, the process will show in the Add surveillance plan process block (Figure 2.10).
- Select the frequency for the process surveillance from the drop down selection (Daily, Weekly, Monthly, Quarterly, Semi-Annual)
 - Click Save Process to add the process to the surveillance plan (Figure 2.10).
 - Click Cancel Process Add to cancel the addition of the process to the surveillance plan.
 - Add additional processes as appropriate.
- 14) Product Audits/Inspections As a Result of DC&A or Other Concerns: Enter the products and characteristics to be inspected during in-process inspections or during final inspections.

Supplier Audit Processes - In House			
Audit I.D. Number	Process(es)	Audit Date	Audit Result
S4306A-2013126	INSPECTION AND TESTING	09/05/2013	SATISFACTORY
S4306A-2013126	MATERIAL CONTROL (INCLUDING LEVEL 1	09/05/2013	SATISFACTORY
Process Surveillance Program			
(CM) (FM)	Process: <SELECT>	Add to List	
	Process(es)	Frequency	Delete
	MPS 02 - MPS 2-Hydrostatic & Pressure Test/Gas Leak	Daily	Delete
	MPS 34 - MPS 34-Machining Processes	Quarterly	Delete
Product Audits/Inspections As a Result of DC&A or Other Concerns			
(FM)	Narrative: (Maximum 4000 characters)	TESTING	

Figure 2.10

- 15) NSEP Program Specific Technical Reviews: Select the applicable technical review from the drop down selection and click “Add to List” (Figure 2.11).

Supplier Audit Processes - In House			
Audit I.D. Number	Process(es)	Audit Date	Audit Result
S4306A-2013126	INSPECTION AND TESTING	09/05/2013	SATISFACTORY
S4306A-2013126	MATERIAL CONTROL (INCLUDING LEVEL 1	09/05/2013	SATISFACTORY
Process Surveillance Program			
(CM) (FM)	Process: <SELECT>	Add to List	
	Process(es)	Frequency	Delete
	MPS 02 - MPS 2-Hydrostatic & Pressure Test/Gas Leak	Daily	Delete
	MPS 34 - MPS 34-Machining Processes	Quarterly	Delete
Product Audits/Inspections As a Result of DC&A or Other Concerns			
(FM)	Narrative: (Maximum 4000 characters)	TESTING	

Figure 2.11

- 16) Specification: The specification will be shown in a block below the selection with the scheduled date defaulted to the current date (Figure 2.12).

NSEP Program Specific Technical Reviews

(FM) Specification: MIL-STD-2041 - Military Standard Control of Detrimental Material Add to List

Quality Data Evaluation

Figure 2.12

17) Save Specification Button: Click the “Save Specification” button to finalize the specification (Figure 2.13). For the NSEP Program Technical Reviews, when the specification is selected, the notes narrative field is provided to identify any notes or information related to the technical reviews.

NSEP Program Specific Technical Reviews

(FM) Specification: MIL-STD-2041 - Military Standard Control of Detrimental Material Add to List

Add FSIP Specification		
Specification(s)	Scheduled Date	Completed Date
MIL-STD-2041 - Military Standard Control of Detrimental Material	02/14/2012	

Save Specification Cancel Specification Add

Quality Data Evaluation

Figure 2.13

18) Scheduled and Completed Dates: This date can be modified and a completion date can be included if the review has been completed. In order to save any date entries or modifications, the Save As Draft button must be clicked.

19) Delete Button: Each specification can be deleted, by clicking “Delete”. (See Figure 2.13)

NSEP Program Specific Technical Reviews

(FM) Specification: <SELECT> Add to List

Specification(s)	Scheduled Date	Completed Date	Delete
MIL-STD-767 Military Standard Control of Hardware	06/01/2012		Delete
MIL-P-23199 Packaging for Special Components	05/01/2012	12/21/2012	Delete

BFLAT

Notes:
(Maximum 2000 characters)

Figure 2.14

20) Quality Data Evaluation (Figure 2.15): Enter the conclusions drawn from the evaluation of QDE, including trends identified by the data, summary of the Corrective Actions, or other data supporting the performance of the Contractor. If DC&A is to be attached to the surveillance plan, then reference the attachment within this field.

21) Other Information (Figure 2.15): Enter additional information pertinent to the surveillance plan, including the location and nature or Quality Assurance Records, QAR staff training requirements, NSEP certification requirements, etc.

The image shows a web form with two main sections. The top section is titled "Quality Data Evaluation" and contains a text area with the label "(FM) Narrative: (Maximum 4000 characters)". The bottom section is titled "Other Information" and also contains a text area with the label "Narrative: (Maximum 4000 characters)". Both text areas have vertical scrollbars on their right side.

Figure 2.15

- 22) Save As Draft: Click to save any changes to the current page without exiting the page. (Figure 2.16)
- 23) Cancel: Click to exit the current page without saving any changes. The system will return you to the last page and unsaved changes will be discarded. (Figure 2.16)

The image shows a form titled "Approval History". At the bottom of the form, there are two buttons: "Save As Draft" and "Cancel".

Figure 2.16

3 UPDATING AND FORWARDING A SURVEILLANCE PLAN

- 1) The newly created surveillance plan can be either saved at draft status for completion at a later date, or it can be forwarded to the Team Lead for review.
- 2) Clicking the “Save as Draft” button, and then cancelling out of the form will place the surveillance plan in draft status in the work list (Figure 3.1).

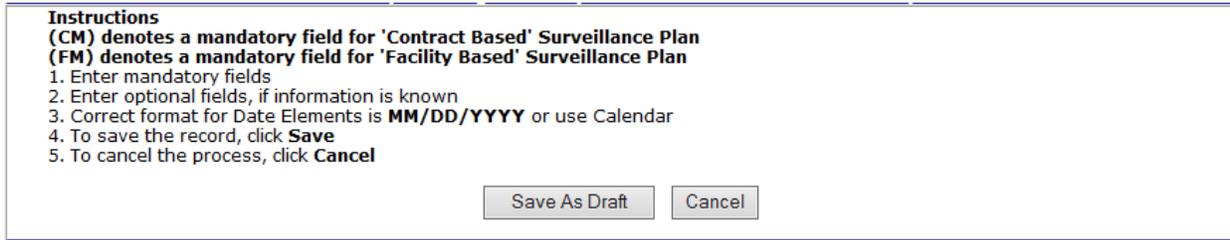


Figure 3.1

- 3) When the record is saved, a message will display indicating the record has been saved successfully. See Figure 3.2.

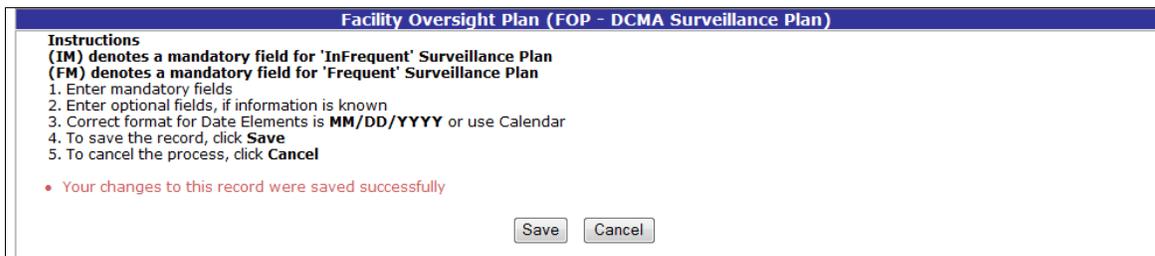


Figure 3.2

- 4) Add any attachments or additional information to the surveillance plan.
- 5) When the surveillance plan is ready to send for review, click Send for Team Lead Review button.
- 6) The surveillance plan Send Message form will display (Figure 3.3).

Figure 3.3

- 7) The following steps describe how to send the surveillance plan for review:
- a) The Subject drop-down should default to “Submit Surveillance Plan for review”.
 - b) Select Add Email to TO/CC: The activity will default according to the DODAAC of the Surveillance Plan originator.
 - c) Assure the desired Activity/DODAAC recipient is selected from the “Add Email to TO/CC” drop-down box.
 - d) Select a specific Email recipient address from the selection box.
 - e) Click the “Add TO Email” button.
 - f) Alternatively, the recipients Email address may be typed directly into the “To” field. Click the “Add To Email: To List” button to add the address to the To list.
 - g) If you wish to add CC addresses then you may do one of two things.
 - h) Type them into the CC: box and click the “Add CC Email: CC List” button (this must be done one address at a time). Or Select an address from the email list then click the “Add CC Email” button to add the address to the CC list.
 - i) Enter any desired message into the Content: box.
 - j) Click the checkbox next to the “Attach Surveillance Plan (in PDF format) to attach a copy of the surveillance plan.

- k) Click “Cancel” to cancel the action.
- l) Click “Send” to complete the forwarding action and release the surveillance plan to the Reviewer.
- m) A PDREP Message indicating the message was sent successfully will display. (Figure 3.4)

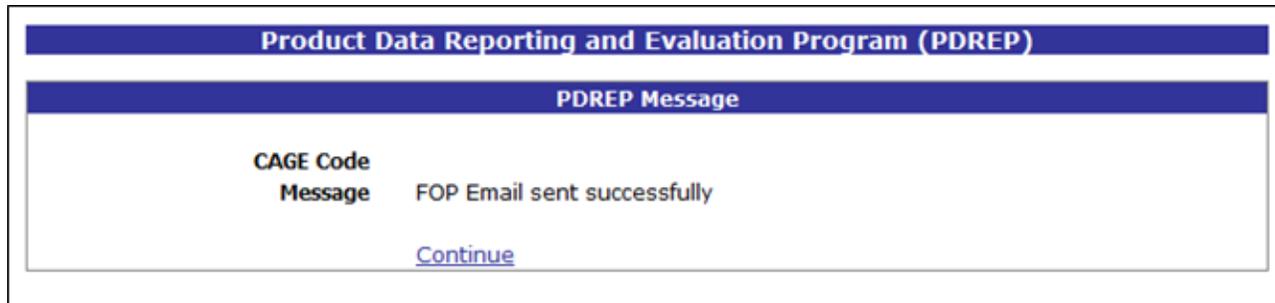


Figure 3.4

4 SURVEILLANCE PLAN BASE PAGE

- 1) The Surveillance Plan Base Page is the primary working page for a surveillance plan after it has been entered into PDREP. Originators may continue to update the information on a surveillance plan even after it has been reviewed and sent to the customer. The base page also provides originators and others with a method of reviewing current surveillance plan data, and sending relevant correspondence.

Surveillance Plan QAR Data Entry	
QUICK VIEWS View SP Download SP (PDF) History	CAGE Code: Draft: No QAR Name: QAR FSIP Team Lead: Last Action: COMPLETED FOP REVIEW on 03/01/2012
ATTACHMENTS View/Upload Files (1)	QAR Editable and Viewable Fields View/Edit Surveillance Plan Data View Comments and Recommendations
USER INFORMATION User Profile	Send Message To Supervisor General

Figure 4.1

4.1 VIEW/EDIT SURVEILLANCE PLAN DATA

- 1) This link opens the same data entry page that was used to create the surveillance plan ([See Chapter 2 for details](#)) and allows the user to add additional information to the record. (Figure 4.2 and Figure 4.3)

CAGE Code Information

CAGE Code: _____

Company Name: _____

Street Address: _____

City, State, Zip: _____

Facility Based
 NSEO Administered Supplier
 Active
 Contract Based
 Shared Supplier
 Inactive

Quality Assurance Representative (QAR)

(CM)
(FM)

Activity: _____

Name: _____

Phone Number: _____

Email Address: _____

Team Code: _____

Contractor

(CM)
(FM)

<SELECT>

Note: You can only edit your own POCs

DODAAC/CAGE	Name	Phone Number	Email Address	Edit	Delete
	TONY	N/A		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

CAGE: _____

Associated CAGE Codes: _____

Applicable NSEP Programs

(CM)
(FM)

Select all that applies:

<input checked="" type="checkbox"/> Naval Nuclear Propulsion Program (NSTR-2000)	<input type="checkbox"/> Navy Propulsion Program (DCMA-INST 320)
<input type="checkbox"/> Level I/SUBSAFE (DCMA-INST 320)	<input type="checkbox"/> SUPSHIP - Northrup Grumman (LOD)
<input type="checkbox"/> Deep Submergence Systems Program (DCMA-INST 320)	<input type="checkbox"/> SUPSHIP - Electric Boat (LOD)
<input type="checkbox"/> Nuclear Plant Material (DCMA-INST 320)	<input type="checkbox"/> Fly-By-Wire (DCMA-INST 320)
<input type="checkbox"/> Non-NSEP CSI (DCMA-INST 303)	<input type="checkbox"/> ALRE (DCMA-INST 317)
<input type="checkbox"/> Complex/Critical Excluding CSI (DCMA-INST 324)	<input type="checkbox"/> NASA (DCMA-INST 307)
<input type="checkbox"/> Non-Critical, Non-NSEP (DCMA-INST 324)	

Note: In addition to the Product Exam AQLs listed for the blocks above, the QAR complies with all additional customer requests (LODs, QALI, Mandatories, etc.) and the NSEP Instruction 320.

Figure 4.2

Products Supplied to the NSEP Program			
(CM) (FM)	Narrative: (Maximum 4000 characters)	TEST RECORD, DO NOT PROCESS, 25SEP2013 [ADDED BY \N45112 THU JUL 10 14:09:53 EDT 2008] THIS IS A TEST	
	FSC:	<input type="text"/> <input type="button" value="Add FSC to List"/>	
	FSC(s) Associated with FSCH:	<input type="text"/> <input type="button" value="Delete FSC from List"/>	
Areas of Concern			
(FM)	Narrative: (Maximum 4000 characters)	TESTING	
Changes in the Surveillance Plan since Last Issue			
(FM)	Narrative: (Maximum 4000 characters)	TESTING	
Supplier Audit Processes - In House			
	Audit I.D. Number	Process(es)	Audit Date
	54306A-2013126	INSPECTION AND TESTING	09/05/2013
	54306A-2013126	MATERIAL CONTROL (INCLUDING LEVEL 1	09/05/2013
			SATISFACTORY
Process Surveillance Program			
(CM) (FM)	Process:	<SELECT> <input type="button" value="Add to List"/>	
		Process(es)	Frequency
		MPS 02 - MPS 2-Hydrostatic & Pressure Test/Gas Leak	Daily
		MPS 34 - MPS 34-Machining Processes	Quarterly
			Delete
			Delete
Product Audits/Inspections As a Result of DC&A or Other Concerns			
(FM)	Narrative: (Maximum 4000 characters)	TESTING	
NSEP Program Specific Technical Reviews			
(FM)	Specification:	<SELECT> <input type="button" value="Add to List"/>	
		Specification(s)	Scheduled Date
		MIL-STD-2132 Non-Destructive Examination Requirements for Special Applications	04/11/2014
		NAVSEA 0900-070-6010 Material Control Standard (Nuclear)	07/10/2009
			Completed Date
			Delete
			Delete
	Notes: (Maximum 2000 characters)		
Data Collection & Analysis			
(FM)	Narrative: (Maximum 4000 characters)	TESTING TESTING TESTING	
Other Information			
	Narrative: (Maximum 4000 characters)	TESTING	
Approval History			
	Submitted For Review	Submitted To	Approval Date
	07/10/2008	PSIPTL	10/07/2014
		Rejected Date	Sent to Customer
			View Archive
			Version 1
		<input type="button" value="Spell Check"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 4.3

4.2 VIEW COMMENT AND RECOMMENDATIONS

- 1) This page displays the comments and recommendations that are given as the Surveillance Plan is routed through the review change. These comments and recommendations are from the Customer, Team Leader, Technical Warrant Holder, and NAVSEA O4P. (Figure 4.4)

Product Data Reporting and Evaluation Program (PDREP)	
Surveillance Plan Worklist	Create New Surveillance Plan
Surveillance Plan Transfer	Surveillance Plan Search
Report	
Instructions (IM) denotes a mandatory field for 'InFrequent' Surveillance Plan (FM) denotes a mandatory field for 'Frequent' Surveillance Plan 1. Enter mandatory fields 2. Enter optional fields, if information is known 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar 4. To save the record, click Save 5. To cancel the process, click Cancel	
<input type="button" value="Cancel"/>	
Facility Oversight Plan	
CAGE Code:	
Company Name:	
Street Address:	
City, State, Zip:	
Frequent? Yes	
Quality Assurance Representative (QAR)	
Activity:	
Name:	QAR FSIP
Phone Number:	
Email Address:	
Team Code:	
To view Surveillance Plan for	Click here
Review History	
NO HISTORY AVAILABLE	
<input type="button" value="Cancel"/>	

Figure 4.4

4.3 Send Message To

- 1) The page that displays is nearly identical to the forwarding page previously discussed and the same conventions should be followed. Message types include “Submit Surveillance Plan for Review”, “Forward Surveillance Plan to NSEP Customer”, “General Message” and “Follow-up”. The page that results from clicking the Send Message to General link is displayed in Figure 4.5

Send Message

Instructions
(M) denotes a mandatory field
1. Enter email address of Recipient or To Email List must have an email address.
2. Select an activity from Add Email to TO/CC and click on Get List button. Select an email address from the list and click Add TO Email or Add CC Email button to add to the To Email List list or CC Email List list.
3. If email address is not available in the list to add to the CC list then enter the email address in the CC: field and click Add CC Email: CC button to add to the CC Email List.
4. Click on Send button to send email.
5. Click Cancel to return to previous page

CAGE Code:

This correspondence will be sent to the following recipients

To:

Add Email to TO/CC: NAVSEALOGCENDET PORTSMOUTH NH

CC:

Subject: GENERAL MESSAGE

Content: Sent By: SP.QAR
Sender's Email: SP.QAR@dcma.mil
Correspondence Type: GENERAL MESSAGE

Attach Surveillance Plan (in PDF format)

Figure 4.5

NOTE: The primary benefit of using the messaging features of PDREP is tracking of correspondence in Surveillance Plan History. All surveillance plan correspondence generated from within PDREP will be captured in history and therefore provides a comprehensive audit trail.

4.4 Quick Views

- 1) The links in the “Quick Views” section of the surveillance plan Base Page provide a way to quickly review the various forms associated with a surveillance plan as described in the sections below.

4.5 View Surveillance Plan

- 1) Clicking the View SP link opens the surveillance plan in a new window (Figure 4.2 and Figure 4.3).
- 2) This page provides the information for the Contractor that is contained within the PDREP system (including performance data) and the information entered by the QAR. Also displayed is the following information.
 - a) Material Inspection Reports (MIRs) – a three year view listing of receipt inspection activity, by Report number, Quantity Received, Quantity Rejected, and Inspection Date. Note this listing includes all receipt inspections performed for the Contractor CAGE, regardless of the inspecting activity.
 - b) Supplier Audit Program (SAP) – a three year view listing the completed and pending audits for the Contractor CAGE, by Audit Number, DCMA Participated, Corrective Action Completed, Date Audited, Process, Process Audit Date, and Audit Results. Note this listing includes all audits associated with the CAGE, regardless of the auditing organization.
- 3) Surveys – a three year view listing the completed surveys for the Contractor CAGE, by Survey Number, Contract Number, FSC and Survey completion date.
- 4) Product Quality Deficiency Reports (PQDRs) – a three year view listing the PQDRs associated with the Contractor CAGE, by Report Control Number (RCN), Category, Critical Safety Item identification, Quantity Received, Quantity Deficient, and Closed Date.

Note: The PQDRs included are all associated with the CAGE, regardless of the final disposition of responsibility or cause.

- 5) The individual records included on the View can be selected and a view of the record in PDREP is returned. This feature allows the user to view the specific records included within the surveillance plan.

4.5.1 Download surveillance plan (PDF)

- 1) This displays the surveillance plan in a new window in PDF format so the user can save or print the surveillance plan..

4.5.2 History

- 1) This displays a comprehensive history of all forwarding actions and correspondence to date for the subject surveillance plan. The text of all e-mail messages will display on the History page.

4.5.3 Attachments

- 1) Files of various types that support the surveillance plan be attached to a surveillance plan in PDREP.

4.5.4 View/Upload Files

- 1) Click this link to see any files that have been attached to the PQDR to date. The number of currently attached files will appear in parentheses.
 - a) To attach new files, click the “View/Upload Files” link and then click “Add Attachments” and follow the instructions on the page. The maximum file size for any single attachment is 10 megabytes.

- 2) To delete attachments can only be done by the QAR that is responsible for the record and his or her Team Lead.
 - a) Following step on a.1, instead of adding you see a delete button on the right hand side of the attachment list.
 - b) Click the delete button and the attachment will be deleted.

5 Surveillance Plan REVIEW ACTIONS

- 1) On receipt of a new Surveillance Plan, the Team Leader will look up the surveillance plan on the Worklist ([Chapter 1](#)) and click Edit/Review for the subject surveillance plan.

Surveillance Plan Worklist/Report | [Create New Surveillance Plan](#) | [Surveillance Plan Transfer](#) | [Surveillance Plan Search](#)

Facility Oversight Plan (FOP - DCMA Surveillance Plan) Report

Instructions
(M) denotes a mandatory field
 1. Enter mandatory fields
 2. Enter optional fields, if information is known
 3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
 4. Click **Run Report** button

(M) CAGE Code: OR (M) Team Code: OR (M) User Code:

Preparation Start Date: End Date:

Year: DoDAAC:

Location: Sort By:

(Note: Location is applicable only to the BASIC Report Type)

Program Type:

<input type="checkbox"/> Naval Nuclear Propulsion Program (NNPP)	<input type="checkbox"/> Navy Propulsion Program (Props)
<input type="checkbox"/> Level I/SUBSAFE (LI/SS, Code 832)	<input type="checkbox"/> SUPSHIP - Northrup Grumman (NG)
<input type="checkbox"/> Deep Submergence Systems Program (DSSP)	<input type="checkbox"/> SUPSHIP - Electric Boat (EB)
<input type="checkbox"/> Nuclear Plant Material (NPM, Code 87)	<input type="checkbox"/> Fly-By-Wire (FBW)
<input type="checkbox"/> Non-NSEP CSI	<input type="checkbox"/> ALRE
<input type="checkbox"/> Complex/Critical (Excluding CSI)	<input type="checkbox"/> NASA
<input type="checkbox"/> Non-Critical, Non-NSEP	

Facility/Contract Based: Facility Based Contract Based Both

Report Type: Basic Unreviewed by TWH and Customer(s)

Supplier Type: NSEO Administered Supplier Shared Supplier

FOP Status: Active Inactive Both

Figure 5.1

- 2) Click the Save button to save any changes to the current page without exiting the page. A page can only be saved if all mandatory fields are completed. If required information is missing then an error message will display at the top of the page specifying what information is missing.
- 3) Click the Approve and Archive button to save all changes to the current page and approve the Surveillance Plan with the information contained in the entry page. A confirmation message will display indicating the record was saved successfully and has been marked “Reviewed”. A new button selection will appear allowing the Team Leader to Archive the surveillance plan.
- 4) Click the Cancel button to exit the current page without saving any changes. The system will return you to the last page viewed before you began data entry and all unsaved changes will be discarded.
- 5) The Team Lead can modify the data within the surveillance plan, or can identify those changes required to the QAR for their action.

6 ANNUAL REVIEW

- 1) Surveillance plans are reviewed annually to provide updated information concerning the contractor oversight plan. A surveillance plan record that is due for review will be automatically cloned, and a new serial number will be created for it.
- 2) The surveillance plan number is available for editing, but will automatically default to the correct value. The surveillance plan is updated with the appropriate information and the record can be saved as a draft or the action canceled. When the updated surveillance plan is saved, the QAR can forward the record to the Team Lead in the same manner as the original surveillance plan.
- 3) Surveillance plans requiring an annual review are identified on the Annual Review Due work list.
- 4) To review the surveillance plan click “Review” for the review. The base page for the surveillance plan will be returned.

Surveillance Plan QAR Data Entry	
QUICK VIEWS View SP Download SP (PDF) History	CAGE Code: Draft: No
ATTACHMENTS View/Upload Files (1)	QAR Name: QAR FSIP
USER INFORMATION User Profile	Team Lead:
	Last Action: COMPLETED FOP REVIEW on 03/01/2012
	QAR Editable and Viewable Fields View/Edit Surveillance Plan Data View Comments and Recommendations
	Send Message To Supervisor General

Figure 6.1

- 5) Records that are due for review will be automatically cloned and a new serial number assigned. If the review is done at the yearly time frame the serial number will be changed to “02” at the end of the serial number. If the review is done in the following calendar year, the serial number will be updated to the current year.
- 6) Once the review is complete, the record is saved and processed in the same manner as the original surveillance plan.

7 SURVEILLANCE PLANS TO TEAM LEADS

- 1) When the surveillance plan review is complete and NAVSEA 04P concurs the record is forwarded to the Team Lead.
- 2) The surveillance plan is forwarded by clicking the “Save and Send to Team Lead” button. The surveillance plan Send Message page will display (Figure 7.1).

Send Message

Instructions
(M) denotes a mandatory field
1. Enter email address of Recipient or To Email List must have an email address.
2. Select an activity from Add Email to TO/CC and click on Get List button. Select an email address from the list and click Add TO Email or Add CC Email button to add to the To Email List list or CC Email List list.
3. If email address is not available in the list to add to the CC list then enter the email address in the CC: field and click Add CC Email: CC button to add to the CC Email List.
4. Click on Send button to send email.
5. Click Cancel to return to previous page

CAGE Code:

This correspondence will be sent to the following recipients

To:

Add Email to TO/CC:

CC:

Subject:

Sent By: SP.QAR
Sender's Email: SP.QAR@dema.mil

Content:

Attach Surveillance Plan (in PDF format)

Figure 7.1

- 3) The Send To recipient is automatically populated with the associated Team Lead.
- 4) The associated QAR is automatically placed on copy for the email. If you wish to add CC addresses then you may either type them into the CC: box and click “Add CC” (this must be done one address at a time).

NOTE: The Team Leader has reject option for each record that is sent. Clicking the reject button will send the record back to the associated QAR.

- 5) Once you have chosen your recipients, enter any desired message into the “Content” box.
- 6) Click “Send” to complete the forwarding action and release the surveillance plan to the Team Lead.
- 7) Click “Cancel” to cancel this action.
- 8) A confirmation message will display indicating the record was sent successfully.

8 SURVEILLANCE PLAN SEARCH TAB

Facility Oversight Plan (FOP - DCMA Surveillance Plan) Search

Instructions
(M) denotes a mandatory field

1. Enter the CAGE Code of the Surveillance Plan to search
2. Or enter the name or partial name of the company to search
3. Click **Search** button

(M) CAGE Code:

OR (M) Company Name:

Figure 8.1

- 1) The user is to enter either CAGE Code or Company Name to find the desired company.

9 SURVEILLANCE PLAN TRANSFER

Surveillance Plan Worklist/Report | Create New Surveillance Plan | **Surveillance Plan Transfer** | Surveillance Plan Search

Transfer Facility Oversight Plan (FOP - DCMA Surveillance Plan)

Instructions
(M) denotes a mandatory field
TO SEARCH
 1. Select the type of transfer (e.g. from Team Lead to another Team Lead, or from a QAR to another QAR)
 2. Select the Team Lead or QAR whose Surveillance Plans you want to transfer, OR enter the CAGE Code to search
 3. Click the **Search** button
TO TRANSFER
 1. Select the Surveillance Plans to transfer (i.e. check the box to select or click on the "Select All" button)
 2. Click the **Transfer Selected** button

SEARCH FOR RECORDS TO TRANSFER:

(M) Transfer: FROM Team Lead to Team Lead From QAR to QAR

(M) Team Lead:

OR (M) QAR:

OR (M) CAGE Code:

Figure 9.1

- 1) Select the "From" transfer either "From Team Lead to Team Lead" or "From QAR to QAR". (Figure 9.1)
- 2) From appropriate dropdown box, select the individual that is currently responsible for the record, or input CAGE code. (Figure 9.1)
- 3) Click Search, and the following screen will appear:

Surveillance Plan Worklist/Report | Create New Surveillance Plan | **Surveillance Plan Transfer** | Surveillance Plan Search

Transfer Facility Oversight Plan (FOP - DCMA Surveillance Plan)

Instructions
(M) denotes a mandatory field
TO SEARCH
 1. Select the type of transfer (e.g. from Team Lead to another Team Lead, or from a QAR to another QAR)
 2. Select the Team Lead or QAR whose Surveillance Plans you want to transfer, OR enter the CAGE Code to search
 3. Click the **Search** button
TO TRANSFER
 1. Select the Surveillance Plans to transfer (i.e. check the box to select or click on the "Select All" button)
 2. Click the **Transfer Selected** button

SEARCH FOR RECORDS TO TRANSFER:

(M) Transfer: FROM Team Lead to Team Lead From QAR to QAR

(M) Team Lead:

OR (M) QAR:

OR (M) CAGE Code:

TRANSFER RECORDS

FROM Team Lead: TO (M) Team Lead:

TOTAL Result count: 1
SEARCH RESULTS
 Note: Surveillance Plan records with a disabled checkbox cannot be transferred because it has not been submitted to the Team Lead yet. Only an Surveillance Plan in the Team Lead level can be transferred to another Team Lead.

Surveillance Plan Num	Company Name	Prep Date	Prepared By	Activity	Team Lead	History	Last Update Date	Status	Select ALL
						View	08/05/2015	Active	<input type="checkbox"/>

Figure 9.2

- 4) Under Transfer Records Header, select the Team Lead or QAR that the record will be transferred to.
- 5) Select the record that will be transferred, either by clicking on “Select All” or individual boxes.
- 6) Click on “Transfer Selected”

10 SUMMARY

This concludes the Surveillance Plan instruction. The PDREP Customer Service Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

E-Mail: webptsmh@navy.mil

Commercial: (207) 438-1690

DSN: 684-1690

Fax: (207) 438-6535