



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

**Receipt Inspection  
Management System (RIMS)  
Application**

**User Guide  
October 2015**

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\*Hold "CTRL" key and click on paragraph 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) Receipt Inspection Management System (RIMS) 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-RIMS application and to facilitate compliance with DoD and Navy RIMS policy.

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

### **!!!ATTENTION!!!**

**The sample data used in this document is not real. It is data from a training system and must not be used for actual business purposes.**

## **INTRODUCTION**

This document is intended to guide Navy personnel in the use of the PDREP-RIMS application. RIMS is used to facilitate, document, and analyze the Receipt Inspection of Material. RIMS is used to:

- a. Record, certify and report Receipt Inspection results
- b. Track material status
- c. Prioritize material
- d. Process Receipt Inspection Deficiency Logs (RIDLs)
- e. Data Collection
- f. Search and query data
- g. Generate reports and analyze data

Users that have access to the RIMS application are also provided access to other common features that can be used to leverage supplier past performance and material history via ADHOC query, vendor profiles, and IHS Haystack link.

The PDREP 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. Click on [User Access Request Form](#) to download the form. Follow the directions on the form to submit the request for access to PDREP.

Requests for changes or improvement to any of the PDREP applications or NSLC Detachment Portsmouth home page should be submitted to:

### **Online in the PDREP Application**

If you're already a PDREP User, log on to PDREP: <https://www.pdrep.csd.disa.mil/>

Click on the Feedback link at the top of the home page. The Customer Service Request (Feedback) form will open. Instructions for completion are located at the top of the form.

### **Customer Support Desk**

Commercial Phone: (207) 438-1690 / DSN 684-1690

FAX: (207) 438-6535, DSN 684-6535

### **Mailing Address**

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

# 1 ACCESS LEVELS

Access to the functionality of the RIMS is determined by the User's Access Level. PDREP has several Access Levels for RIMS:

**Table 1.1**

Role	Functions
No Access	If a user does not have access to the PDREP-RIMS application, the program link will not appear on the user's PDREP Main Menu.
Read Only	View a record
Supply	Read Only with the following exceptions: Edit Priority fields if Supervisor Review (field 45) is Null Edit Record "Need by Date" if (45) is Null Stand Alone RIDL (SARIDL) Enter Condition Complete Condition Complete Resolution Lock Resolution Who Has Next Action Notify Individual Complete Closed Add Attachment
Work Packager	Add a new record Edit a record
Expediter	Read Only with the following exceptions: Edit Priority fields if Supervisor Review (field 45) is Null Edit Record "Need by Date" if (45) is Null
Inspector	Add a new record Edit a record Access to Records, MIRs, RIDLs, Continuation sheet, Lab R&R, Weld Request, Sub-Vendor Sheet MIR Form Add or disable inspection attributes Add/Edit (32), (33) and (34), (39) thru (43) Sign Inspection Attributes (35)

Role	Functions
	<p>Edit/Remove Signature (35) if (44) is null, and own signature  Sign Inspection Complete (44)</p> <p>RIDL</p> <p>Enter RIDL Condition  Complete RIDL Closed  Who Has Next Action  Notify Individual  Add Attachment</p> <p>Continuation Sheet, Lab R&amp;R, Weld Request  Add/Edit  Sign  Edit/Remove signature if (44) is null and own signature</p> <p>Sub-Vendor Sheet Add/Edit</p>
Engineer	<p>Inspector Role plus:  MIR</p> <p>Complete (36), (37), (47) thru (51) (36A for nuclear, not visible for non-nuclear)  Sign (52) “QAS/Engineer Review”  Edit/Remove Signature (52) if (44) is null and own signature</p> <p>RIDL</p> <p>Complete Condition  Complete Resolution including PQDR Req’d, PQDR number and Shipyard Caused check block  Lock Resolution  Who Has Next Action  Notify Individual  Add Attachment</p> <p>Unlock Condition if Resolution is unlocked and RIDL Closed is null  Access RIDL search and Pre-engineered RIDL Functionality if resolution lock is null (not in non-nuc yet)  Access RIDL Matrix functionality if (45) is null (not in non-nuc yet)</p>
Supervisor	Inspector Role plus:

Role	Functions
	<p>MIR</p> <p>Sign (45)</p> <p>Edit/Remove (35) (even not their own) if (44) and (45) are null</p> <p>Edit/Remove (44) (even not their own) if (45) is null</p> <p>RIDL</p> <p>Unlock Resolution if RIDL Closed is null and (44) and (45) are null.</p>
Full	<p>Supervisor, Work Packager and Engineer roles plus:</p> <p>Edit/Remove any signature (in proper order), i.e.</p> <p>(35) if (44) is null and (34) is zero, or if (34) &gt;0 and (44) and (52) are null</p> <p>(44) if (45) is null</p> <p>(52) if (44) is null</p>

## 2 RIMS WORKLIST

To enter the RIMS module of PDREP, click on the RIMS Program link in the upper left of the PDREP Main Menu. You must have permission to access the RIMS module in your profile or the module link will not be visible.

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

Product Data Reporting and Evaluation Program (PDREP)

<div style="background-color: #003366; color: white; padding: 2px; font-weight: bold;">PDREP APPLICATIONS</div> <a href="#">Receipt Inspection Management System (RIMS)</a>	<div style="background-color: #003366; color: white; padding: 2px; font-weight: bold;">PDREP REPORTS</div> <a href="#">Contractor Profile</a> <a href="#">Material Profile</a> <a href="#">NAVSUP 874 Reports</a> <a href="#">NAVSUP 854 Reports</a> <a href="#">NAVSUP Level 1 Reports</a>
<div style="background-color: #003366; color: white; padding: 2px; font-weight: bold;">PDREP SEARCHES</div> <a href="#">AD-HOC Search</a> <a href="#">Bulletin Search</a> <a href="#">CAGE Search</a> <a href="#">DODAAC Search</a> <a href="#">DUNS Search</a> <a href="#">Feedback Search</a> <a href="#">FSC Search</a> <a href="#">GIDEP Search</a> <a href="#">HEDRS Search</a> <a href="#">Level 1/SubSafe Search</a> <a href="#">NSN Search</a> <a href="#">PDREP Search</a> <a href="#">Requisition Search</a> <a href="#">Routing Identifier Code Search</a> <a href="#">UJI Search</a> <a href="#">User Search</a> <a href="#">Warranty/SOR Search</a>	<div style="background-color: #003366; color: white; padding: 2px; font-weight: bold;">PDREP PARTNER REPORTS</div> <a href="#">DCIS Summary Report</a> <a href="#">NASA Reports</a> <a href="#">DLA Reports</a>
<div style="background-color: #003366; color: white; padding: 2px; font-weight: bold;">DATA LOAD</div> <a href="#">Batch Update</a>	
<div style="background-color: #003366; color: white; padding: 2px; font-weight: bold;">SITE ADMIN</div> <a href="#">IT Admin (Internal)</a> <a href="#">QA ADMIN (Internal)</a>	

Figure 2.1

The RIMS Worklist will appear (Figure 2.2).

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

RIMS Worklist

**Instructions**  
 1. Enter **DODAAC**, **Inspector** and/or **Action**.  
 2. Select **Status** for the RIMS list  
 3. Add additional information as required to reduce the Worklist result set.

[For additional help](#)

DODAAC: <input type="text" value="TPLAN0"/>	Status: <input type="text" value="ALL"/>
From Date: <input type="text" value="01/26/2014"/>	To Date: <input type="text" value="01/26/2015"/>
Document Number: <input type="text"/>	Inspector: <input type="text"/>
Contract Number: <input type="text"/>	Action: <input type="text" value="ALL"/>
Matl Level Code: <input type="text"/>	Sort: <input type="text" value="ADDED DATE - ASC"/>

---

**Instructions**  
 1. Select **Selection Type** and **Selection Value**

Selection Type: 
Selection Value:

Figure 2.2

The Worklist settings will default as shown above. Both the Status and Action fields default to ALL. The DoDAAC field will be defaulted to your primary DoDAAC, however any DoDAAC may be entered. DoDAAC is a mandatory field for returning search results. Minimum search results can be obtained by entering just the DoDAAC and setting a date range.

The remaining fields: Document Number, Contract Number, Material Level Code, and Inspector allow for further restriction of the search criteria.

- a. The “Status” selection box will display only the records for the specified status. Status options are: ALL, ALL OPEN, ALL CLOSED, ACCEPTED, AWAITING INSP (Inspection), AWAITING MAT’L (Material), AWAITING TRAVEL, CANCEL, HARDWARE RECVD, IN-PROCESS, LAB SOURCE INSP (Inspection), LAB TEST, NDT, NO FUNDING, NTIR, OTHER, PARTIAL REJECT, PND CANX, QAS/ENG REVIEW, QDR, RECALLED, REJECTED, REPAIR, RIDL, RIDL-2ND REVIEW, SOURCE INSP (Inspection), SUPV (Supervisor) REVIEW, UEV-136.3, UEV-EPD, WELD TEST
- b. The date range for the Worklist defaults to the present date minus one year but can be changed if needed
- c. To search by Document Number, the full document number or a partial number may be entered. A search on a partial value will return results.
- d. To filter with the Inspector field, enter the exact 5 letter user code of the inspector. Results will not be returned if a partial User Code (or a name) is entered
- e. Filtering using the Contract Number field will return results for partial Contract Number entries.
- f. Options in the Action field are the available shop codes plus the ALL option
- g. Options in the Matl Level Code dropdown are: blank, QA1, QA2, or QA3
- h. The Sort field allows you to specify the order by which the results should be displayed. Sort options are: Added Date – Ascending, Added Date – Descending, MIR Serial Number, Status, Material Level, Action, and Contract Number
- i. When you have selected the criteria, click “Display Worklist” to view all RIM records matching the criteria entered. A sample set of results is illustrated in Figure 2.3.
- j. The search results include the following fields: RIMS Number; MIR Number; Mat (Material) Level; Contract Number; Document Number; Added Date; Action; Status; Inspector; Main; MIR; and RIDL. The Main, MIR and RIDL columns provide links to other pages. The Main column provides a link to either read a signed RIM or edit a RIM that is still processing. The MIR column provides a link to the MIR Attributes page, and the RIDL link provides a link to existing RIDLs. Not all links will be enabled. The sections which follow will identify requirements for enabling these links. For

descriptions of the remaining columns, see the Data Dictionary at the end of Section 3.2.11.

- k. Any of the fields in the search results can be sorted in ascending or descending order by clicking on that field heading.

The screenshot shows the RIMS Worklist interface. At the top, there are navigation links: RIMS Worklist, Create RIMS Record, RIMS RIDL Requiring Action, RIMS Standalone RIDLS, RIMS Search, RIMS Adhoc, and RIMS Set Priority. The main section is titled "RIMS Worklist" and contains instructions: "1. Enter DODAAC, Inspector and/or Action. 2. Select Status for the RIMS list. 3. Add additional information as required to reduce the Worklist result set." Below the instructions are search filters: DODAAC (TPLAN0), Status (ALL), From Date (01/26/2014), To Date (01/26/2015), Document Number, Contract Number, Matl Level Code, Inspector, Action (ALL), and Sort (ADDED DATE - ASC). There are buttons for "Display Worklist" and "Blank RFI Tag".

Below the filters, there are more instructions: "1. Select Selection Type and Selection Value". The Selection Type is set to "MIR SERIAL NUMBER" and the Selection Value is empty. There is a "Go To MIR" button.

The results section shows a "Result count: 88" and a link to download data in Microsoft Excel format. Below is a table with the following data:

RIMS Number	MIR Number	Mat Level	Contract Number	Document Number	Added Date	Action	Status	Inspector	Main	MIR	RIDL
00000088	15023001	QA 1		R2D2	01/23/2015	133	AWAITING INSP	TPLAN	Edit	MIR	RIDL
00000087	15022003	QA 1		R2D2	01/22/2015	133	ACCEPTED	TPLAN	Read	MIR	RIDL
00000086	15022002	QA 1		R2D2	01/22/2015	133	AWAITING INSP	TPLAN	Edit	MIR	RIDL
00000085	15022001	QA 1		R2D2	01/22/2015	133	AWAITING INSP	TPLAN	Edit	MIR	RIDL

**Figure 2.3**

Underneath the RIMS Worklist section, the Selection Type field can be used to retrieve a specific record by RIM Serial Number, MIR Serial Number or Document Number.

- a. Select the type of record to search for from the Selection Type field.
- b. Enter the number in the Selection Value field and click the “Go To MIR” button.
- c. The Receipt Inspection Add/Edit page will display (Figure 3.1). See Section 3.1 for instructions on using the Receipt Inspection Record – Add/Edit page.

## 2.1 Blank RFI Tag

Clicking the Blank RFI Tag button provides a means to create and print a “Ready For Issue” tag.

Ready For Issue Tags can be used to indicate that material has passed a Technical Receipt Inspection and is ready for issue.

A selection from the Matl Level Code dropdown is required in order to create an RFI Tag. Fields and options in the tag will differ based upon the material level code selected. The RFI Tags for each material level are displayed below. Figure 2.4 illustrates the tag for QA Level 1, Figure 2.5 displays the tag for QA Level 2 and Figure 2.6 displays the tag for QA Level 3. Observe that tags for levels 2 and 3 are virtually identical.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS_Set Priority</a>	

**RIMS RFI Tag Creation**

**QA 1 NON-NUCLEAR**  
READY FOR ISSUE

	<b>COG</b>	<b>FSC</b>	<b>NIIN</b>	<b>SMIC</b>	
NSN:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
STOCK NUMBER:	<input type="text"/>				MIR NUMBER: <input type="text"/>
MAT DESG:	<input type="text"/>				
GENERIC MATERIAL:	<input type="text"/>				
MIC:	<input type="text"/>				
VENDOR SERIAL NO:	<input type="text"/>				
MAINTAINED BY TAG ONLY:	<input type="checkbox"/>				
DESCRIPTION:	<input type="text"/>				
CERTIFYING ACTIVITY:					
DATE:	<input type="text"/>				
REMARKS/WAIVERS:	<input type="text"/>				
SEE BACK:	<input type="checkbox"/>				DUPLICATE TAG: <input type="checkbox"/>

Save Tag
Preview Tag
Cancel

**Figure 2.4**

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS_Set Priority</a>	

**RIMS RFI Tag Creation**

**QA 2 NON-NUCLEAR**  
READY FOR ISSUE

	<b>COG</b>	<b>FSC</b>	<b>NIIN</b>	<b>SMIC</b>	
NSN:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
STOCK NUMBER:	<input type="text"/>				MIR NUMBER: <input type="text"/>
MAT DESG:	<input type="text"/>				
GENERIC MATERIAL:	<input type="text"/>				
RIN:	<input type="text"/>				
VENDOR SERIAL NO:	<input type="text"/>				
DESCRIPTION:	<input type="text"/>				
SHELF LIFE EXP:	<input type="text"/>				
CERTIFYING ACTIVITY:					
DATE:	<input type="text"/>				
REMARKS/WAIVERS:	<input type="text"/>				
SEE BACK:	<input type="checkbox"/>				DUPLICATE TAG: <input type="checkbox"/>

Save Tag
Preview Tag
Cancel

**Figure 2.5**

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**RIMS RFI Tag Creation**

**QA 3 NON-NUCLEAR  
READY FOR ISSUE**

	<b>COG</b>	<b>FSC</b>	<b>NIIN</b>	<b>SMIC</b>	
<b>NSN:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>STOCK NUMBER:</b>	<input type="text"/>				
<b>MAT DESG:</b>	<input type="text"/>				<b>MIR NUMBER:</b> <input type="text"/>
<b>GENERIC MATERIAL:</b>	<input type="text"/>				
<b>RIN:</b>	<input type="text"/>				
<b>VENDOR SERIAL NO:</b>	<input type="text"/>				
<b>DESCRIPTION:</b>	<input type="text"/>				
<b>SHELF LIFE EXP:</b>	<input type="text"/>				
<b>CERTIFYING ACTIVITY:</b>					
<b>DATE:</b>	<input type="text"/>				
<b>REMARKS/WAIVERS:</b>	<input type="text"/>				
<b>SEE BACK:</b>	<input type="checkbox"/>				<b>DUPLICATE TAG:</b> <input type="checkbox"/>

**Figure 2.6**

Complete the desired information.

- a. Entering values in the NSN fields will automatically fill in the Stock number with those values.
- b. Entering a MIR Number causes the MIC (QA1 and 2) or RIN (QA3) field to auto-fill with the value from the MIR Number field.
- c. Values from the Mat Desg field auto-fill a prefix to the MIC or RIN fields.
- d. Checking the See Back indicator checks the See Back box on the printed tag. This indicates that more information is provided (usually hand-written) on the back of the tag.
- e. Click the Save Tag button to assure all of the information entered is captured for the tag. Tag information is not saved to the database, and captured only for the active session.
- f. Click the Preview Tag button to view what the final tag will look like. The Tag will be displayed as a .pdf file in a separate window. See Figure 2.7. From this window, the RFI tag may be sent to the printer.



### **2.1.1 QA Level 1 Field Descriptions**

#### **NSN**

The National Stock Number for the material. Subfields are provided for the cognizant symbol (COG), Federal Stock Class (FSC), national item identification number (NIIN), and special material identification code (SMIC).

#### **Stock Number**

For Local Stock Number material, this would be the LSN. For ShipAlt or field change kits, enter the kit number if no stock number is available. If an NSN has been entered, the values from the NSN fields will auto-fill into the Stock Number field and cannot be edited.

#### **Mat Desg (Material Designator)**

Level 1 Material Designator from NAVSEA 7010 Material Control Standard. An entry in this field transfers the entered value into the MIC field. If a MIR Number is also entered, the Mat Desg entry will display as a prefix to the MIR Number in the MIC field.

#### **MIR Number**

Defines the Material Inspection Record the RIMS RFI tag is associated with.

#### **Generic Material**

The generic material of the item, or for assemblies, the generic material of the major pressure boundary portion from the MOD.

#### **MIC**

Material Identification and Control Number or Receipt Inspection Number (RIN). If a MIR Number was entered, this value will be transferred into the MIC field. If an entry was made in the Mat Desg field, this value will be entered into the MIC field. If the MIC field is auto-populated with the Mat Desg or the MIR Number or both, the field will not be editable.

#### **Vendor Serial Number**

The permanent Serial Number marked on the material (normally applied by the vendor).

#### **Description**

Description of the item. This can include the MIR description for example noun name, size, material, specification-type-class, drawing/piece number, MIL-type grade when known.

#### **Certifying Activity**

This field is prepopulated based upon the user's profile information. It is un-editable.

#### **Date**

Date the tag is printed. For duplicate tags, enter the date shown on the original tag.

#### **Remarks/Waivers**

For Level 1 material marked with a partial MIC number, record the partial MIC markings in this block. Enter any remarks or waivers as applicable. When an item has a condition code other than "A", specify the condition code and state the limitations and/or inspections that must be

performed. If a manufacturing/end-use-notice tag is applied to the material during TRI, note this and the DF/RIDL number.

**See Back indicator**

Check this block whenever information or stickers are applied to the back of the tag.

**Duplicate Tag**

Check this block to indicate an identical tag has previously been printed.. Be sure to enter the same certifying activity and date as on the original tag.

**2.1.2 QA Level 2 and 3 Field Descriptions**

Below are field descriptions found in the Ready For Issue Tag that are not described in Section 0 above.

**RIN**

For Non-Level Naval Nuclear Material only, this is the Receipt Inspection Number.

**Shelf Life Exp**

Used for Non-Level Naval Nuclear Material only. For non-deteriorative material enter N/A. For deteriorative material enter “See Label” or similar. Supply ensures that the shelf-life expiration date is clearly marked on the vendor label or shelf-life sticker prior to providing to Code 139 for TRI.

### 3 CREATE RIMS RECORD

Clicking the Create New RIMS Record tab displays the screen shown below.

**Figure 3.1**

New material inspections can be created and existing material inspections are edited using the Receipt Inspection Record – Add/Edit form (Figure 3.1). To create a new Receipt Inspection Record, access this form by clicking the Create Rims Record tab. To edit an existing record, select the Edit link for the desired record from the RIMS Worklist, or enter a RIMS or MIR serial number and click the Go To MIR button.

Fields designated with an (M) are mandatory and must be completed in order to proceed to the MIR and edit attributes. Input additional fields when the information is available.

Entering a Document Number in the Doc No field will auto-fill the following fields with corresponding data from the database:

- Material Received Date
- Job Order Number
- Key OP
- Project Number
- Contract Number
- Item Number

- Contract Delivery Date
- Vendor Cage Code
- Vendor Name
- NSN fields (COG, FSC, NIIN, and SMIC)
- FSC Material Description
- Dollar value received
- Units Received
- Unit of Issue
- Drawing or Part Number
- Inspection Procedure

If priorities have previously been set using the Set Priority tab (discussed in Section X) the Need By date and Priorities 1, 2, and 3 fields are also auto-populated.

Making a selection from the Matl Code field of QA1, QA2, or QA3 will cause additional fields to display that are specific to the Code selected.

Selecting QA1 will open a drop-down box titled LEVEL 1 SERIAL NUMBER TYPE and the MIR NUMBERS REQUIRED field. The LEVEL 1 SERIAL NUMBER TYPE defaults to PROCURED. Other Type options are: SY MANUF, FACTORY POOL, and ROTATABLE POOL. See Section 3.1.1 for detailed information on these fields. The Create MIR Serial Numbers button also displays. Figure 3.2 illustrates the addition of these two fields.

**Figure 3.2**

Selecting QA2 or QA3 will cause the Create MIR Serial Numbers button to display. Figure 3.3 illustrates the interface when QA2 or QA3 are selected.

**Figure 3.3**

When the Mandatory fields have been completed, click the Save Record button. Additional buttons will then display upon the screen. See Figure 3.4.

FOUO UNCLASSIFIED FOUO  
Product Data Reporting and Evaluation Program (PDREP)

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RIMS Worklist Create New RIMS Record RIMS RIDL Requiring Action RIMS Search Receipt Inspection Record - Add/Edit

REVISION 0

Spell Check Save Record Edit Attributes RFI Tags Work Package Report Status History

DODAAC: TPLAN0 RIMS SERIAL NO.: 00000070

(1)MATERIAL DESIG: (2)MIR SERIAL NO.:  
LEVEL 1 SERIAL NUMBER TYPE: PROCURED MIR NUMBERS REQUIRED Create Mir Serial Numbers

ADDED DATE: 11/04/2014 (M)MATERIAL RECEIVED DATE: 11/04/2014 CERT RECD DATE: CERT COMP DATE:  
(M)MATERIAL CODE: QA 1 (M)MATERIAL SOURCE: OTHER MATERIAL LOCATION:  
(7)DOC. NO.: R2D2 (11a)JOB ORDER: (11b)KEY OP: (M)PROJECT: SAN DIEGO  
(8a)CONTRACT NO.: (8b)CALL: (9)ITEM: SHIPMENT:  
(5)CONTRACT DEL DATE: NEED BY: PRIORITY 1:  
(M)VENDOR CAGE: TPLAN Lookup CAGE (29)DCMA ACTIVITY: PRIORITY 2:  
VENDOR NAME: TEST PLAN PRIORITY 3:

(13a)COG: (M)(13b)FSC: (13c)HIRE: (13d)SMIC: L1:  DSS/SOC:  CSM:  FBW/SFCC:

MATERIAL DESCRIPTION LIST:  
(M)MATERIAL DESCRIPTION: SOME DESCRIPTION  
(14b)DESCRIPTION:

(M)VALUE REC'D: \$100 (M)UNITS REC'D: 10 (M)UNIT OF ISSUE: EA - EACH  
(23)MATERIAL SPEC/REV: (24)MFG SPEC/REV: (25)DWG/PART NO.:  
(22)MILL HEAT NO.: (26)LOT/TRACE NO.: (M)LOT SIZE: 10  
(17)MFG CAGE: Lookup CAGE  
MFG NAME:  
(M)ACTION: X11 INSPECTION PROC LIST:  
STATUS: AWAITING INSP (M)INSP PROC/REV: RECORD LOCKED:   
INSPECTOR: (M)(27a)INCL/SECT:  
(2a)PRECERT MIC/RFI SERIAL NO.:

(46)REMARKS:

Spell Check Save Record Edit Attributes RFI Tags Work Package Report Status History

Figure 3.4

After the Rims Inspection Record – Add/Edit form has been successfully saved with all the conditions met to enable the Edit Attributes button (see Section 3.3), the RIDL Worklist and Subvendor buttons will become visible (Figure 3.5).

RIMS Worklist Create New RIMS Record RIMS RIDL Requiring Action RIMS Search Receipt Inspection Record - Add/Edit

REVISION 0

Spell Check Save Record Edit Attributes RFI Tags RIDL Worklist Work Package Report Status History Add/View Attachments Subvendor

DODAAC: TPLAN0 RIMS SERIAL NO.: 00000076

(1)MATERIAL DESIG: ENK (2)MIR SERIAL NO.: 15005-001  
ADDED DATE: 01/05/2015 (M)MATERIAL RECEIVED DATE: 01/05/2015 CERT RECD DATE: 01/05/2015 CERT COMP DATE: 01/05/2015  
(M)MATERIAL CODE: QA 1 (M)MATERIAL SOURCE: OTHER MATERIAL LOCATION: HERE  
(7)DOC. NO.: R2D2 (11a)JOB ORDER: 01-234-56789 (11b)KEY OP: ABC (M)PROJECT: SAN DIEGO  
(8a)CONTRACT NO.: (8b)CALL: ME (9)ITEM: IS SUSPECT SHIPMENT: ALIENS  
(5)CONTRACT DEL DATE: 01/05/2015 NEED BY: 01/05/2015 PRIORITY 1: S - PNS SUPPLY / STORES  
(M)VENDOR CAGE: 57653 Lookup CAGE (29)DCMA ACTIVITY: N45112 PRIORITY 2: 1 - WORK STOPPAGE IN CRITICAL PATH / CASREP  
VENDOR NAME: SAFARILAND LLC PRIORITY 3: B - URGENT, NEED ASAP

(13a)COG: (M)(13b)FSC: (13c)HIRE: (13d)SMIC: L1:  DSS/SOC:  CSM:  FBW/SFCC:

MATERIAL DESCRIPTION LIST:  
(M)MATERIAL DESCRIPTION: CAP  
(14b)DESCRIPTION: TTS FOR SPELL CHECK

(M)VALUE REC'D: \$100 (M)UNITS REC'D: 10 (M)UNIT OF ISSUE: EA - EACH  
(23)MATERIAL SPEC/REV: A2B2 (24)MFG SPEC/REV: C304  
(22)MILL HEAT NO.: 07H8 (26)LOT/TRACE NO.: B.U. (25)DWG/PART NO.: ESF6  
(17)MFG CAGE: 03953 Lookup CAGE (M)LOT SIZE: 10  
MFG NAME: BOEING CO THE  
(M)ACTION: X11 INSPECTION PROC LIST:  
STATUS: AWAITING INSP (M)INSP PROC/REV: PNS P1-500U RECORD LOCKED:   
INSPECTOR: PLAN TEST (M)(27a)INCL/SECT: 13  
(2a)PRECERT MIC/RFI SERIAL NO.:

(46)REMARKS:

Spell Check Save Record Edit Attributes RFI Tags RIDL Worklist Work Package Report Status History Add/View Attachments Subvendor

Figure 3.5

### 3.1.1 Create MIR Serial Numbers

The Create MIR Serial Number button is used to create a MIR serial number for association with the Receipt Inspection Record being created or edited. Clicking this button will display the assigned number or number sequence above the button. Also, After the Serial Number (or numbers) has been assigned, the Add/View Attachments button displays. Adding and viewing attachments is discussed in Section 5.3.1.

The default format for the Serial Number is different based upon the Material Code and the Activity of the Inspector. In all cases, the MIR Serial Number begins with the Julian Date followed by the sequence number that conforms to the format noted as follows.

- a. Material Code QA 1. Selecting QA 1 from the Material Code drop-down list opens up two additional fields: Level 1 Serial Number Type and MIR Numbers Required. These additional fields are displayed in Figure 3.6. Notice in Figure 3.7, after the Serial Numbers have been assigned, these fields no longer display. The number format is the only indicator of the Levels described below.
  1. If the Level 1 Serial Number Type is specified as PROCURED, the Serial Number will begin with 001. Subsequent numbers will continue in sequence.
  2. If the Level 1 Serial Number Type is specified as SY MANUF, the Serial Number will begin with 401. Subsequent numbers will continue in sequence.
  3. If the Level 1 Serial Number Type is specified as FACTORY POOL, the Serial Number will begin with FP, followed by a 2 digit year and another 4 digits specified by the inspector. If the number specified is found to exist, an alphabetic character will be appended, beginning with “a”.
  4. If the Level 1 Serial Number Type is specified as ROTATABLE POOL, the Serial Number will begin with RP, followed by a 2 digit year and another 4 digits specified by the inspector. If the number specified is found to exist, an alphabetic character will be appended, beginning with “a”.

RIMS Worklist | Create New RIMS Record | RIMS RIDL Requiring Action | RIMS Search

Receipt Inspection Record - Add/Edit

FOUO

Save Record

RIMS SERIAL NO.:

(1)MATL DESIG:

(2)MIR SERIAL NO.:

LEVEL 1 SERIAL NUMBER TYPE:

MIR NUMBERS REQUIRED:

Create Mir Serial Numbers

ADDED DATE: 10/30/2013

(M)(4)MATL RECEIVED DATE:

CERT RECD DATE:

(M)(6)MATL CODE:

(M)(19)MATL SOURCE:

MATL LOCATION:

(7)DOC. NO.:

(11a)JOB ORDER:

(11b)KEY OP:

(8a)CONTRACT NO.:

(8b)CALL:

(9)ITEM:

(5)CONTRACT DEL DATE:

Figure 3.6

<a href="#">RIMS Worklist</a>	<a href="#">Create New RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Search</a>
-------------------------------	--	--	-----------------------------

**Receipt Inspection Record - Add/Edit**

**FOUO**

**RIMS SERIAL NO.:** 00000019

**(1)MATL DESIG:** 
**(2)MIR SERIAL NO.:** 13303-001 thru: 13303-003

**ADDED DATE:** 10/30/2013
 **(M)(4)MATL RECEIVED DATE:** 10/30/2013 
**CERT RECD DATE:**

**(M)(6)MATL CODE:** QA 1
 **(M)(19)MATL SOURCE:** 
**MATL LOCATION:**

**Figure 3.7**

- b. Material Codes QA 2 and QA 3 have sequence numbers that begin with a letter based upon the Shipyard Activity as follows.
1. Portsmouth: sequence number is prefaced with the letter A
  2. Norfolk: sequence number is prefaced with the letter N
  3. Puget Sound: sequence number is prefaced with the letter S
  4. Pearl Harbor: sequence number is prefaced with the letter P.

## 3.2 The Rims Inspection Record – Add/Edit form

Buttons available on the Receipt Inspection Record Add/Edit page and their functionality are described below.

### 3.2.1 Spell Check

Clicking the Spell Check button will perform a spell check on the Description and Remarks fields. If errors are found by the Spell Check, a dialog box will display providing spelling suggestions. See Figure 3.8. When finished, the dialog box will provide a message stating that the Spell Check is Complete (Figure 3.9). Click Ok to exit the Spell Check.

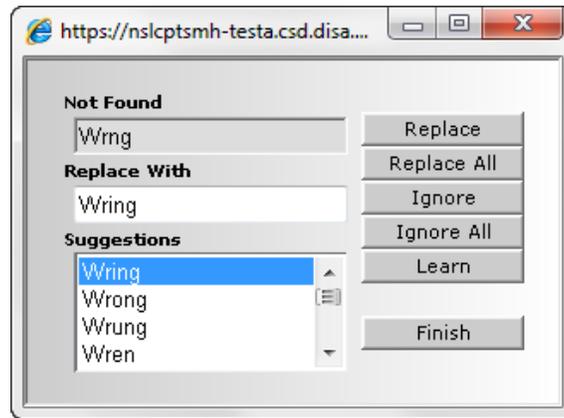


Figure 3.8

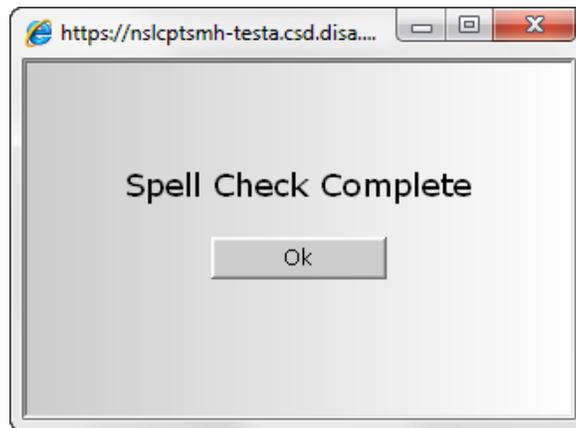


Figure 3.9

### 3.2.2 Save Record

Clicking this button saves the entries made on the page.

### 3.2.3 Edit Attributes

This button brings up the Material Inspection Report allowing editing, adding and disabling of Inspection Attributes (Figure 3.28). Refer to Sections 3.3 and 3.3.1 for instructions on enabling and working with Inspection Attributes.

### 3.2.4 RFI Tags

This button becomes enabled under the same conditions as the Edit Attribute button. Clicking the RFI Tags button from the Receipt Inspection Record – Add/Edit page or the Edit Attributes page auto-populates the RFI Tag with the associated information that has been completed for the parent Receipt Inspection Record. See Section 2.1 for a full description of the functionality of the RFI Tag.

Figure 3.10

### 3.2.5 RIDL Worklist

Clicking the RIDL Worklist button will redirect to the RIMS RIDL Worklist page (Figure 3.11). Click the Back button to return to the Receipt Inspection Record – Add/Edit page. See Section 4.1 for working with RIDLs.

Item Number	Condition Text	Originator	Resolver	Closer	RIDL
1	Test	TPLAN	TPLAN	TPLAN	RIDL

Figure 3.11

### 3.2.6 Work Package Report

Click on this button to generate a cover sheet that can be used in the Work Package. This screen opens in a new window and can be printed. See Figure 3.12.

RECEIPT INSPECTION PACKAGE:	
MIR NUMBER: 15026-001X	QA CODE: LEVEL 1
RIMS SERIAL NO: 00000089	KEY OP: ABC
DATE ADDED: 01/26/2015	VENDOR NAME: SAFARILAND LLC
DOCUMENT NO: R2D2	ITEM NO: IS SUSPECT
JOB ORDER: 01-234-56789	CONTRACT UNITS: 10 EA
COG: FSC: 4444 NIIN: -- SMIC:	MATL DESIG: ENK
PROJECT: SD DET - SAN DIEGO	VALUE RECD: \$100
CONTRACT NO: ---	
CONTRACT DELIVERY DATE: 01/26/2015	
DESCRIPTION: CAP	
DATE REC'D: 01/26/2015	
MATL SOURCE: OTHER	
LOCATION: HERE	
INSPECTOR: RPATT	
REMARKS:	

Figure 3.12

### 3.2.7 Status History

This button will display the RIMS Status History (Figure 3.13). Click the Back button to return to the Receipt Inspection Record – Add/Edit page.

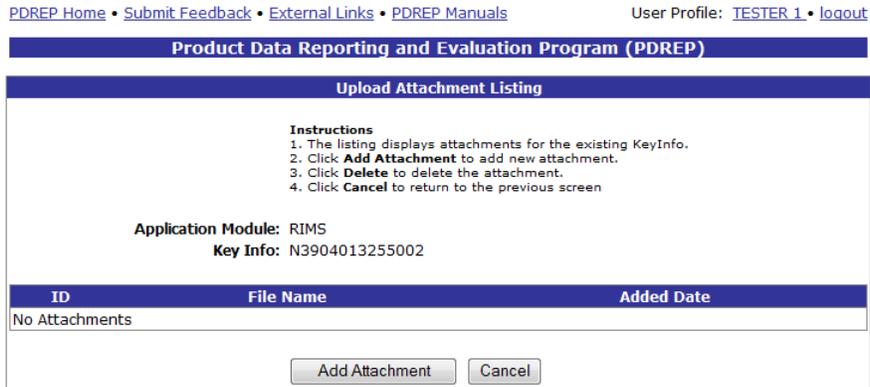
<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>		
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>			
RIMS Status History					
Back					
Rims Data					
MIR SERIAL NO.: 15054-001		CONTRACT NUMBER: N00189-10-P-PD25			
DESCRIPTION: NUT, HEX					
DOC NUMBER: 93170205					
NIIN: LL-DM1-1215					
LOCATION	DATE/TIME	RIDL	STATUS	USER	ACTION
	02/23/2015 02:26:38 PM	0	AWAITING INSP	RPATT	133

Figure 3.13

### 3.2.8 Add/View Attachments

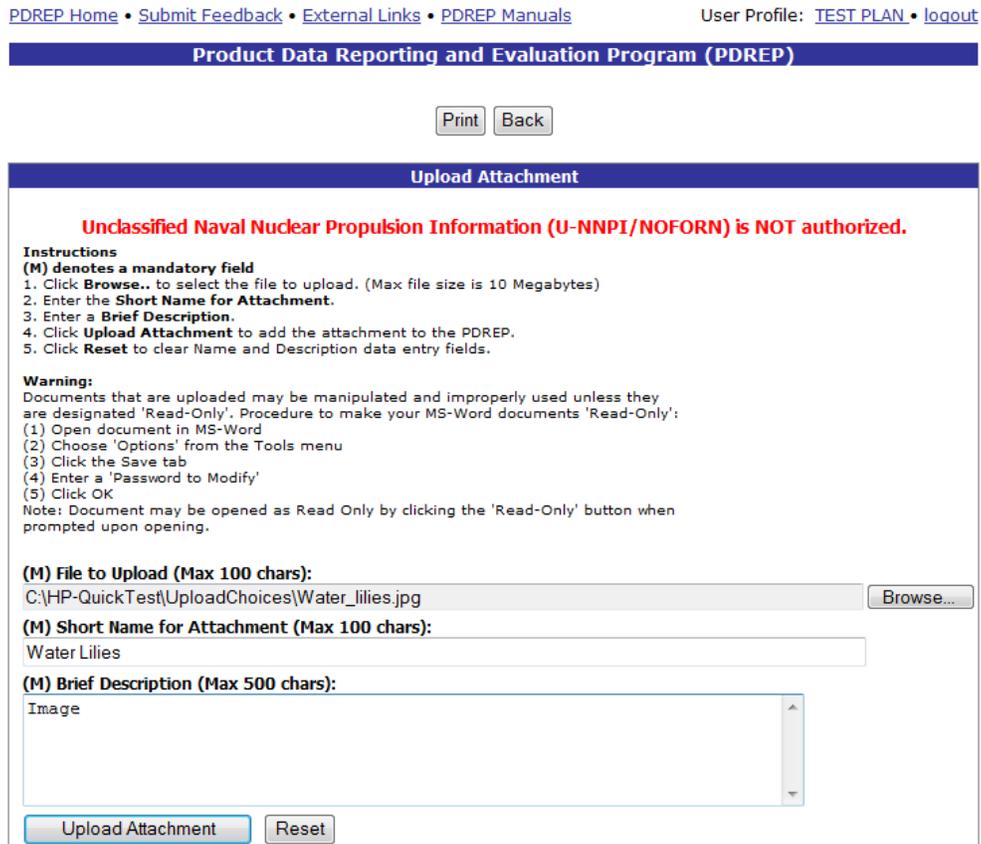
The Add/View Attachment button allows uploading, viewing and deleting of attachments. To Add or View Attachments:

- Click the Add/View Attachments button. The Upload Attachment Listing page shown in Figure 5.10 displays. This page will list any attachments that have been uploaded.



**Figure 3.14**

- b. Click the Add Attachment button to browse for the file to upload. The Upload Attachment page (Figure 5.11) displays.



**Figure 3.15**

- c. Follow the instructions on the page to upload an attachment. M denotes mandatory fields however all fields in this form are required in order to complete the upload. File types include: jpg, gif, bmp, doc, docx, txt, pdf, xls, xlsx, tif, png, zip, ppt, pptx.

- d. Click Upload Attachment to complete the action. Click the Reset button to clear out unwanted entries, and click the Back Button to return to the Upload Attachment Listing page.
- e. When the file has been successfully uploaded, it will display in the Upload Attachment Listing page (Figure 5.12).
- f. Click the Cancel button to return to the Receipt Inspection Record – Add/Edit page.

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**Upload Attachment Listing**

**Instructions**

1. The listing displays attachments for the existing KeyInfo.
2. Click **Add Attachment** to add new attachment.
3. Click **Delete** to delete the attachment.
4. Click **Cancel** to return to the previous screen

**Application Module:** RIMS  
**Key Info:** TPLAN013309001

File Name	File Description	Comments	Added Date	Uploaded By	Delete Attachment?
<a href="#">Water lilies.jpg</a>	Water Lilies	Image	11/08/2013	TPLAN	<input type="button" value="Delete"/>

**Figure 3.16**

### 3.2.9 Subvendor

Clicking the Subvendor button displays the RIMS Subvendor Information page shown in Figure 3.17. Click the Back button to return to the Receipt Inspection Record – Add/Edit page. See Section 3.2.9.1 for details on the Subvendor Information page.

**RIMS Subvendor Information**

Rims Data

<b>MIR SERIAL NO.:</b> 15054-001	<b>DOC NUMBER:</b> 93170205
<b>DESCRIPTION:</b> NUT, HEX	<b>CONTRACT NUMBER:</b> N00189-10-P-PD25
<b>NIN:</b> LL-DM1-1215	

CAGE	SUBVENDOR NAME	CITY	STATE
	<input type="button" value="Lookup CAGE"/>		
<input type="button" value="Save"/>			

**Figure 3.17**

### 3.2.9.1 Subvendor Lookup CAGE – RIMS Subvendor Information page

CAGE codes utilized in the application are validated against the PDREP database. The Lookup Cage button allows the user to lookup vendor information either by CAGE Code or vendor name. Partial searches are supported. Further functionality of the Lookup CAGE Code page is described below.

- a. Click the Lookup CAGE button on the RIMS Subvendor Information page. The Lookup CAGE Code page displays.

**Lookup CAGE Code**

**Instructions**

1. To search for an existing **CAGE Code**, enter one of the following:
  - a. **CAGE Code** (must be A/N or #)
  - b. **Contractor's Name** (must be A/N)
2. Click **Search**
3. Select a CAGE Code by clicking corresponding **Select CAGE Code**
4. Click **Cancel** to return to previous screen

CAGE Code:

Name:

**Figure 3.18**

- b. Enter a CAGE Code or a Vendor name and click the search button. A list of results displays.

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**Lookup CAGE Code**

**Instructions**

1. To search for an existing **CAGE Code**, enter one of the following:
  - a. **CAGE Code** (must be A/N or #)
  - b. **Contractor's Name** (must be A/N)
2. Click **Search**
3. Select a CAGE Code by clicking corresponding **Select CAGE Code**
4. Click **Cancel** to return to previous screen

CAGE Code:

Name:

CAGE Code	Company Name	Address	City	Select
K6003	SONATEST PLC	DICKENS RD	OLD WOLVERTON MILTON KEYNES	<input type="button" value="Select CAGE Code"/>
1252G	ITEST PLUS S R O	KLADSKA 1032	HRADEC KRALOVE	<input type="button" value="Select CAGE Code"/>
TPLAN	TEST PLAN			<input type="button" value="Select CAGE Code"/>

**Figure 3.19**

To transfer the CAGE information to the Receipt Inspection Record – Add/Edit page, click the Select CAGE Code button. The application will redirect to the Receipt Inspection Record – Add/Edit page and the Vendor data associated with the CAGE Code will transfer.

When accessed from the Subvendor page, the Lookup CAGE functionality provides a means to add a new CAGE. This option is only available for Subvendors and is not available when clicking the Lookup CAGE button for the vendor (described in section 3.2.10).

For subvendors that do not have a CAGE, a user is permitted to create a PDREP “CAGE”. This Code is internal to PDREP and not visible externally.

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

---

**Lookup CAGE Code**

**Instructions**

1. To search for an existing **CAGE Code**, enter one of the following:
  - a. **CAGE Code** (must be A/N or #)
  - b. **Contractor's Name** (must be A/N)
2. Click **Search**
3. Select a CAGE Code by clicking corresponding **Select CAGE Code**
4. Click **Cancel** to return to previous screen

CAGE Code:

Name:

**Figure 3.20**

- a. To do this, click the Add New CAGE button. The entry form shown in Figure 3.21 displays.

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

---

**Lookup CAGE Code**

**Instructions**

Enter the mandatory data,  
Click **Add** to add the new CAGE Code to PDREP.

(M) Company Name:

(M) Street Address:

PO Box:

(M) City:

(M) State:

Country Code:

(M) Zip:

**Figure 3.21**

- b. Complete the form with as much information as possible Fields marked with an (M) are mandatory
- c. Click the Add button
- d. When you click the Add button, you will be redirected away from the Lookup CAGE Code page back to the RIMS Subvendor Information page
- e. Click the Lookup CAGE button again
- f. In the Lookup CAGE Code page (Figure 3.20), enter all or part of the company name that you entered when creating the CAGE
- g. Click the Search button
- h. Results are displayed in Figure 3.22.

**Lookup CAGE Code**

**Instructions**

1. To search for an existing **CAGE Code**, enter one of the following:
  - a. **CAGE Code** (must be A/N or #)
  - b. **Contractor's Name** (must be A/N)
2. Click **Search**
3. Select a CAGE Code by clicking corresponding **Select CAGE Code**
4. Click **Cancel** to return to previous screen

CAGE Code:

Name:

CAGE Code	Company Name	Address	City	Select
#7102	FAKE COMPANY FOR TESTING	FAKE ADDRESS	FAKE CITY	<input type="button" value="Select CAGE Code"/>
#7103	FAKE COMPANY FOR TESTING	FAKE ADDRESS	FAKE CITY	<input type="button" value="Select CAGE Code"/>
#7104	ANOTHER FAKE COMPANY	FAKE ADDRESS	FAKE CITY	<input type="button" value="Select CAGE Code"/>

**Figure 3.22**

PDREP assigns a number with which to identify the fake entity. These unofficial CAGE codes are identified by preceding the assigned CAGE with a pound sign (#). This new CAGE and related information are stored in the database.

To transfer the CAGE information to the RIMS Subvendor Information page, click the Select CAGE Code button. The application will redirect to the RIMS Subvendor Information page and the CAGE Code will transfer.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**RIMS Subvendor Information**

Rims Data

<b>MIR SERIAL NO.:</b> 15002-001	<b>DOC NUMBER:</b> R2D2
<b>DESCRIPTION:</b> CAP	<b>CONTRACT NUMBER:</b>
<b>NIN:</b>	

CAGE	SUBVENDOR NAME	CITY	STATE
#7102	Lookup CAGE		

**Figure 3.23**

To add the new CAGE Code to the Subvendor page, click the Save button.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**RIMS Subvendor Information**

Rims Data

<b>MIR SERIAL NO.:</b> 15002-001	<b>DOC NUMBER:</b> R2D2
<b>DESCRIPTION:</b> CAP	<b>CONTRACT NUMBER:</b>
<b>NIN:</b>	

CAGE	SUBVENDOR NAME	CITY	STATE	
#7102	FAKE COMPANY FOR TESTING	FAKE CITY	YT	<input type="button" value="Delete"/>

**Figure 3.24**

More than one CAGE can be associated with the Subvendor information form.

Click the Delete button associated with a CAGE to remove the associated vendor from the form.

### 3.2.9.2 Subvendor Report

Once Subvendors have been added to the Subvendor Information form, a report may be generated.

Click the Report button in the RIMS Subvendor Information page (Figure 3.24). The Material Inspection Record – Subvendor Information Report displays in a separate window (Figure 3.25). Close the browser window to close the report.

MATERIAL INSPECTION RECORD - SUBVENDOR INFORMATION			
MIR SERIAL NO	14308-001X		
SUBVENDOR NAME	CITY	STATE	CAGE CODE
SAFARILAND LLC	PITTSFIELD	MA	0FPA5
TEST PLAN			TPLAN

Figure 3.25

### 3.2.9.3 Back Button

To exit the Subvendor Information page and return to the Receipt Inspection Record – Add/Edit page, click the Back button (shown in Figure 3.24).

### 3.2.10 Lookup CAGE – Receipt Inspection Record – Add/Edit page

Vendor and Manufacturer CAGE codes utilized in the application are validated against the PDREP database. The Lookup Cage button allows the user to lookup vendor information either by CAGE Code or vendor/manufacturer name. The button is provided next to the Vendor CAGE field and Mfg CAGE fields (Figure 3.26). When a CAGE is selected from the lookup page, it populates the field associated with the button.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**Rev**

**REVISION** 0

DODAAC: TPLANO RIMS SERIAL NO.: 00000089

(1)MATL DESIG: ENK (2)MIR SERIAL NO.: 15026-001

ADDED DATE: 01/26/2015 (M)(4)MATL RECEIVED DATE: 01/26/2015

(M)(6)MATL CODE: QA 1 (M)(19)MATL SOURCE: OTHER

(7)DOC. NO.: R2D2 (11a)JOB ORDER: 01-234-56789

(8a)CONTRACT NO.:  (8b)CALL: ME

(5)CONTRACT DEL DATE: 01/26/2015 NEED BY: 01/26/2015

(M)(15)VENDOR CAGE: 57653  (29)DCMA ACTIVITY: N45112

VENDOR NAME: SAFARILAND LLC

(13a)COG:  (M)(13b)FSC: 4444 (13c)NIIN:  (13d)SMIC:  L1:

MATL DESCRIPTION LIST:

(M)(14a)MATL DESCRIPTION: CAP

(14b)DESCRIPTION: TST FOR SPELL CHECK

(M)(20)VALUE REC'D: \$ 100 (M)(10a)UNITS REC'D: 10

(23)MATL SPEC/REV: A2B2 (24)MFG SPEC/REV: C3

(22)MILL HEAT NO: G7H8 (26)LOT/TRACE NO: 19

(17)MFG CAGE: 03953

Figure 3.26

Partial searches are supported. Enter either a CAGE or Name and click the search button.

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

**Lookup CAGE Code**

**Instructions**  
 1. To search for an existing **CAGE Code**, enter one of the following:  
 a. **CAGE Code** (must be A/N or #)  
 b. **Contractor's Name** (must be A/N)  
 2. Click **Search**  
 3. Select a CAGE Code by clicking corresponding **Select CAGE Code**  
 4. Click **Cancel** to return to previous screen

CAGE Code:

Name:

CAGE Code	Company Name	Address	City	Select
K6003	SONATEST PLC	DICKENS RD	OLD WOLVERTON MILTON KEYNES	<input type="button" value="Select CAGE Code"/>
1252G	ITEST PLUS S R O	KLADSKA 1032	HRADEC KRALOVE	<input type="button" value="Select CAGE Code"/>
TPLAN	TEST PLAN			<input type="button" value="Select CAGE Code"/>

**Figure 3.27**

Figure 3.27 illustrates the Lookup CAGE Code functionality with a result set. The Lookup CAGE functionality from this button is similar to that described in Section 3.2.9.1. Notice the Add CAGE function was only available for a Subvendor and is not available for the vendor on this screen.

### 3.2.11 Receipt Inspection Record – Add/Edit Form Data Descriptions

Data Descriptions for fields in the Receipt Inspection Record – Add/Record form are described in Table 3.1.

**Table 3.1 Data Descriptions**

ITEM	M Mandatory Field?	FIELD LENGTH	DESCRIPTION	ADDITIONAL INFORMATION
ACTION	M	8	Identity of Code or group currently responsible for the status of the job, i.e. responsible to continue work or take action on the job.	Select from the pick list.
ADDED DATE		10	Sequential number auto-assigned by RIMS	

ITEM	M Mandatory Field?	FIELD LENGTH	DESCRIPTION	ADDITIONAL INFORMATION
CALL		5	Contract Call Number used for shipment releases against a contract.	
CHG		5	Select from Rev # from the dropdown list (Rev 1, Rev 2, Rev 3, Rev 4).	
COG		3	First part of the NSN	
CONTRACT NO.	CM	17	Material Ordering Contract Number	Either Document Number or Contract Number is required.
CONTRACTOR NAME		50	Name of vendor or activity that supplied material	
CSM		N/A	Certified Structural Material	Puget tracking of 1688 structural material. PNS handles this material as QA-1.
DCMA ACTIVITY		6	Defense Contract Management Agency code that identifies the office location responsible for quality assurance of Level 1 parts at the vendor, when called out in a contract. Listed on DD250	
DESCRIPTION		50	Additional detailed description lines.	
DOC. NO.	CM	50	Document Number the material was ordered on a.k.a. JML No., MOD No.	Either Document Number or Contract Number is required. Up to 50 characters to allow multiple document numbers.
DODAAC	M	6	Department of Defense Acquisition Activity Code	Pre-Printed on the MIR form

<b>ITEM</b>	<b>M Mandatory Field?</b>	<b>FIELD LENGTH</b>	<b>DESCRIPTION</b>	<b>ADDITIONAL INFORMATION</b>
DRAWING/PART NO.		25	The drawing and piece, or vendor part number of the component.	
DSS/SOC		N/A	Deep Submergence Systems Scope of Certification	
ENCLOSURE	M	2	The inspection procedure enclosure use to inspect the material.	Used in conjunction with the inspection procedure to auto-fill the inspection attribute list on the MIR.
FBW/SFCC		N/A	Fly-By-Wire Submarine Flight Critical Component	
FSC	M	4	Federal Stock Class, part of NSN. If there is no stock number, enter the applicable code from FSC Handbook H 2-1.	
INSP PROC/REV	M	20	The inspection procedure and revision used to inspect the material.	Used in conjunction with the enclosure to auto-fill the inspection attribute list on the MIR.
INSPECTOR		25	Select an Inspector from the dropdown list of names.	
ITEM		40	Contract Item Number.	Up to 40 characters allows for multiple numbers. All will be in the data base, but may not appear on MIR.
JOB ORDER		15	Job Order number used to order and/or fund inspection of the material.	

ITEM	M Mandatory Field?	FIELD LENGTH	DESCRIPTION	ADDITIONAL INFORMATION
KEY OP		4	Key Operation portion of Job Order number	
L1		N/A	Indicates Level 1 Material	
LOT SIZE	M	6	The number of parts received in terms of "Each." Used to determine sample sizes for inspection.	
LOT/TRACE NO.		12	A unique vendor identification number assigned to a lot of material.	For assemblies, enter lot from major pressure boundary part, list other L1 component info on continuation sheet. For multiple lots enter "SEE CONT SHEET" and use continuation sheet
MAT DESCRIPTION	M	25	General item description, noun name.	Select from a pick list, when possible
MATERIAL SOURCE	M	20	Material source type, e.g. Vendor New, Refurbished, etc.	Select form pick list.
MATL CODE	M	4	Quality Assurance Material Ordering Code, QA-1 = Level 1, QA-2 = CIM, QA-3 = Technical	Selection from pick list.
MATL DESIG		4	Level 1 Material Designator from NAVSEA 7010 Material Control Standard.	Mandatory for QA-1 material.
MATL LOCATION		9	Identifies the material location.	
MATL SPEC/REV		25	The material specification and revision used to manufacture and inspect the lot.	For assemblies, list major external component.

ITEM	M Mandatory Field?	FIELD LENGTH	DESCRIPTION	ADDITIONAL INFORMATION
MFG CAGE		5	Commercial and Government Entity code that identifies the manufacturer of material if different from vendor.	If vendor is also manufacturer, leave blank.
MFG SPEC/REV		25	The manufacturing or fabrication specification and revision used to manufacture and inspect the lot.	
MILL HEAT NUMBER		12	A unique identification number assigned to a mill heat lot of metal material used to provide traceability to OQE.	For assemblies, enter mill heat from major pressure boundary part, list other L1 component info on continuation sheet. For multiple lots enter "SEE CONT SHEET" and use continuation sheet
MIR SERIAL NO.	M	8	Material Inspection Record Serial Number.	Required before opening an MIR.
NEED BY		10	Select a date the item is needed from the calendar or input using format: mm/dd/yyyy.	
NIIN		9	Navy Item Identification Number or Local Stock Number (LSN), part of NSN.	
PRECERT MIC/RFI SERIAL NO.		20	Identifies the Precert Material Identification Code/Ready for Issue Serial #.	
PRIORITY		15	Identity of Project ordering material including Ship, Stop Store or NAVICP.	Select from a pick list

<b>ITEM</b>	<b>M Mandatory Field?</b>	<b>FIELD LENGTH</b>	<b>DESCRIPTION</b>	<b>ADDITIONAL INFORMATION</b>
PROJECT	M	15	Select a Project from the dropdown list.	
RECEIVED DATE	M	10	Date material was received at SY, found on DD250 or MMD. If no DD250 or MMD or similar paperwork, enter date material arrived in RI area.	
RIMS SERIAL NO.	M	8	Sequential number auto-assigned by RIMS as a place holder for the job until an MIR is assigned.	
SHIPMENT		20	Identifies the shipment number.	
SMIC		2	SMIC Code, part of the NSN.	
STATUS	M	15	Identifies current status of the job, e.g. In Process, Lab Test, RIDL, Accepted, etc.	Select from the pick list. Must be updated regularly to properly track progress.
UNIT OF ISSUE	M	2	Units material is ordered and issued in, e.g. "EA" = each, "FT" = feet, "CN" = cans, "BX" = box, "LB" = pound, etc.	Select from a pick list
UNITS REC'D	M	6	Contract Units Received. The quantity of material actually received reported in the units of issue as ordered.	Used in MIR. UNITS DEST + UNITS ACC + UNITS REJ must equal CONT UNITS REC.
VALUE REC'D	M	7	Dollar value of the material received	Must be at least \$1.00, zero is not allowed.
VENDOR CAGE	M	5	Commercial and Government Entity code that identifies the material supplier	

### **3.3 Activating Inspection Attributes**

Inspection Attributes are completed on the Material Inspection Report (MIR). Inspection Attributes may be added to the MIR associated with the Receipt Inspection Record or edited for an existing record by clicking the Edit Attribute button on the Receipt Inspection Record – Add/Edit page or by clicking an active “Attributes” link in the RIMS Worklist.

The Edit Attributes button and the Attributes link will not be enabled until the following conditions in the RIM record are met:

- a. Mandatory fields must be completed
- b. A selection is chosen from the Inspection Procedure dropdown list. Clicking a selection from this list populates mandatory field 27a with the chosen inspection procedure and enables the selection box for line 27c Encl/Sect
- c. A selection must be made from line 27c
- d. An MIR number has been assigned
- e. An inspector has been selected from the Inspector dropdown list.

After the record has been successfully saved with all the above conditions met, the Edit Attributes button will enable. The RIDL Worklist, Add/View Attachments, and Subvendor buttons become visible as well.

#### **3.3.1 Working with Inspection Attributes**

Clicking the Edit Attributes button or Attributes link opens the Material Inspection Report page shown in Figure 3.28.

Inspection Attributes display by default on this page. Defaulted attributes are pre-defined based upon the Inspection Procedure and Enclosure values combination selected on the Add/Edit page. Additional Attributes may be added by choosing a selection in the Attribute dropdown located below the defaulted attributes and clicking the Add Attribute button. Attributes will display in order of the numerical value assigned to them.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**Material Inspection Record**

REVISION

Rims Data

**ACTIVITY:** TPLANO      **MIR SERIAL NO.:** 15041-002  
**STATUS:**         
**DOC NUMBER:** R2D2      **CONTRACT NUMBER:**      **ACTION:** 133  
**(1)MATL DESIG:** ENK      **(27)INSP PROC/REV:** PNS P1-500U      **(27)ENCL/SECT:** 13  
**(28)LOT SIZE:** 10      **(10)UNITS RECD:** 10EA      **(20)VALUE RECD:** \$100

Attributes

	IAC (30)	INSPECTION ATTRIBUTE (31)	QTY INSP (32)	INSP TYPE (33)	QTY DEF (34)	SIGNED BY (35)	DATE (35)	QTY REJ (36)	DEF CLASS (37)
<input type="button" value="Disable"/>	01	DOCUMENTATION	<input type="text" value="0"/>	<input type="text" value="P"/>	<input type="text" value="0"/>	<input type="button" value="Sign"/>		<input type="text" value="0"/>	<input type="text"/>
<input type="button" value="Disable"/>	02	DAMAGE	<input type="text" value="0"/>	<input type="text" value="P"/>	<input type="text" value="0"/>	<input type="button" value="Sign"/>		<input type="text" value="0"/>	<input type="text"/>
<input type="button" value="Disable"/>	04	VISUAL	<input type="text" value="0"/>	<input type="text" value="P"/>	<input type="text" value="0"/>	<input type="button" value="Sign"/>		<input type="text" value="0"/>	<input type="text"/>
<input type="button" value="Disable"/>	05	MATERIAL IDENTIFICATION (MARKING)	<input type="text" value="0"/>	<input type="text" value="P"/>	<input type="text" value="0"/>	<input type="button" value="Sign"/>		<input type="text" value="0"/>	<input type="text"/>
<input type="button" value="Disable"/>	06	MATERIAL VERIFICATION (CERT REVIEW)	<input type="text" value="0"/>	<input type="text" value="V"/>	<input type="text" value="0"/>	<input type="button" value="Sign"/>		<input type="text" value="0"/>	<input type="text"/>
<input type="button" value="Disable"/>	15	DIMENSIONS	<input type="text" value="0"/>	<input type="text" value="P"/>	<input type="text" value="0"/>	<input type="button" value="Sign"/>		<input type="text" value="0"/>	<input type="text"/>
<input type="button" value="Disable"/>	61	QUANTITATIVE CHEMICAL ANALYSIS	<input type="text" value="0"/>	<input type="text" value="P"/>	<input type="text" value="0"/>	<input type="button" value="Sign"/>		<input type="text" value="0"/>	<input type="text"/>
<input type="button" value="Disable"/>	62	SEMI-QUANTITATIVE CHEMICAL ANALYSIS	<input type="text" value="0"/>	<input type="text" value="P"/>	<input type="text" value="0"/>	<input type="button" value="Sign"/>		<input type="text" value="0"/>	<input type="text"/>
<input type="button" value="Disable"/>	63	GENERIC MATERIAL VERIFICATION	<input type="text" value="0"/>	<input type="text" value="P"/>	<input type="text" value="0"/>	<input type="button" value="Sign"/>		<input type="text" value="0"/>	<input type="text"/>
<input type="button" value="Disable"/>	64	MECHANICAL PROPERTIES VERIFICATION	<input type="text" value="0"/>	<input type="text" value="P"/>	<input type="text" value="0"/>	<input type="button" value="Sign"/>		<input type="text" value="0"/>	<input type="text"/>
<input type="button" value="Disable"/>	65	MECHANICAL PROPERTIES INDICATOR	<input type="text" value="0"/>	<input type="text" value="P"/>	<input type="text" value="0"/>	<input type="button" value="Sign"/>		<input type="text" value="0"/>	<input type="text"/>
		-SELECT-				<input type="button" value="Add Attribute"/>			

Approvals

(44) INSPECTION COMPLETE       SIGNED BY      DATE      (45) SUPERVISOR REVIEW       SIGNED BY      DATE      (42)QTY REJ      (43)QTY ACC

(52)QA REVIEW      (48) QTY DEF      (49) VALUE DEF      (50) DEF CODE      (51) QDR NO      QDR DATE      (47) LOT REJ      VENDOR LIABLE      SIGNED BY      DATE      (39) UNITS DEST      (40) UNITS REJ      (41) UNITS ACC

(52)QA REVIEW                                                Yes                        

(46)REMARKS

**Figure 3.28**

At least one inspection attribute must be selected for it to be a valid MIR.

For each attribute that is applicable to the record, the Inspector will complete the Quantity Inspected (Qty Insp), Inspection Type (Insp Type), and Quantity Deficient (Qty Def), fields.

- a. Qty Insp: The number of product inspection units actually inspected for that attribute.
- b. Insp Type: An Inspection Type Code, Code Attributes available for selection from the drop down box are:
  1. P: Inspection for the attribute was actually performed by the Government Inspector
  2. V: Accepted based on the inspector’s verification of the vendor’s software package
  3. W: Government Inspector.

- c. Qty Def: The number of defects found during the inspection for the attribute. Enter “0” if no defects were found for the attribute inspected. Number of defects cannot be greater than units inspected for that attribute.

To the left of each Inspection Attribute is a toggle button. The default label of the button is “Disable”. If an Inspection Attribute listed is not deemed necessary, the Inspector will click the Disable button. When the Disable button is clicked, the fields for that attribute will no longer be editable and the button label will change to “Enable”. Should it later be determined that the disabled attribute should in fact, be inspected, clicking the Enable button will activate the row for editing once again.

### 3.3.2 Inspector Sign Off

Once the Inspector has performed the Inspection indicated by line item and is ready to attest to the specific Attribute, the Sign button should be clicked.

Clicking the Sign button will redirect to the Signature Confirmation page displayed in Figure 3.29. Read the Instructions on the Signature Confirmation page and if in agreement with the statements, click the acknowledgement checkbox and then the Sign button. If not in agreement with the Instructions as specified, click the Cancel button to return to the Attributes page.

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

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**Signature Confirmation**

**Instructions**

By clicking on the "Sign" button below, you are confirming the following:

1. That you are lawfully using the network you are on
2. You are logged into RIMS as yourself (e.g. not using another user's account)
3. You are authorized to electronically sign an attribute in RIMS
4. You understand that you are electronically signing this attribute in RIMS when you hit the "Sign" button below

I acknowledge having read, understood, and fully agreed with the above statement

---

PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.0, Build Date : 05/13/2010  
Phone : (207) 438-1690 [Email Technical Support](#)  
Friday, 25<sup>th</sup> October, 2013

**Figure 3.29**

Upon addressing all line items, one of the Approval signature buttons will enable. If the material has failed any of the inspections, the QA Review signature button will enable. If the material has passed inspection, the Inspection Complete signature button will enable.

Each Inspection Attribute displayed on the form must be either completed and Signed or Disabled to move on to the next step. Figure 3.30 illustrates the Material Inspection Record after the inspection attributes have been signed off by the Inspector and the QA Review Sign button has been enabled.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**Material Inspection Record**

REVISION 0 ▾

Rims Data

**ACTIVITY:** TPLANO      **MIR SERIAL NO.:** 15054-001  
**STATUS:** AWAITING INSP ▾        
**DOC NUMBER:** 93170205      **CONTRACT NUMBER:** N00189-10-P-PD25      **ACTION:** 133  
**(1)MATL DESIG:**      **(27)INSP PROC/REV:** PNS PI-500U      **(27)ENCL/SECT:** 13  
**(28)LOT SIZE:** 10      **(10)UNITS RECD:** 10EA      **(20)VALUE RECD:** \$100

Attributes

	IAC (30)	INSPECTION ATTRIBUTE (31)	QTY INSP (32)	INSP TYPE (33)	QTY DEF (34)		SIGNED BY (35)	DATE (35)	QTY REJ (36)	DEF CLASS (37)
Disable	01	DOCUMENTATION	8	P ▾	4	Edit	RPATT	02/24/2015	0	▾
Disable	02	DAMAGE	8	V ▾	4	Edit	RPATT	02/24/2015	0	▾
Disable	04	VISUAL	8	W ▾	4	Edit	RPATT	02/24/2015	0	▾
Enable	05	MATERIAL IDENTIFICATION (MARKING)	0	P ▾	0	Sign			0	▾
Enable	06	MATERIAL VERIFICATION (CERT REVIEW)	0	V ▾	0	Sign			0	▾
Enable	15	DIMENSIONS	0	P ▾	0	Sign			0	▾
Enable	26	IMPLDABILITY	0	▾	0	Sign			0	▾
Enable	61	QUANTITATIVE CHEMICAL ANALYSIS	0	P ▾	0	Sign			0	▾
Enable	62	SEMI-QUANTITATIVE CHEMICAL ANALYSIS	0	P ▾	0	Sign			0	▾
Enable	63	GENERIC MATERIAL VERIFICATION	0	P ▾	0	Sign			0	▾
Enable	64	MECHANICAL PROPERTIES VERIFICATION	0	P ▾	0	Sign			0	▾
Enable	65	MECHANICAL PROPERTIES INDICATOR	0	P ▾	0	Sign			0	▾
		-SELECT-								▾

Approvals

(44) INSPECTION COMPLETE

(45) SUPERVISOR REVIEW

(52)QA REVIEW

(48) QTY DEF: 0    (49) VALUE DEF: 0    (50) DEF CODE: 0 ▾    (51) QDR NO:    (47) LOT REJ:     VENDOR LIABLE:

(39) UNITS DEST:    (40) UNITS REJ:    (41) UNITS ACC:   

**Figure 3.30**

### 3.3.3 QA/Engineer Sign Off

If deficiencies are noted, the QA or Engineer will review the record and complete the Quantity Rejected (Qty Rej), and Deficient Class (Def Class) fields.

- a. Qty Rej: The number of parts rejected.
- b. Defect Class: The criticality code for the defect classification. Code Definitions are:
  1. Critical: A defect that judgment and experience indicate would results in hazardous or unsafe conditions for individuals using, maintaining, or depending upon the product, or a defect that judgment and experience indicate is likely to prevent performance of the tactical function of a major end item such as a ship, aircraft, tank, missile, or space vehicle.
  2. Major: A defect, other than critical, that is likely to results in failure, or to reduce materially the usability of that unit of product for its intended purpose.
  3. Minor: A defect that is not likely to reduce materially the usability of the unit of product for its intended purpose, or is a departure from established standards having little bearing on the effective use or operation of the unit.

When each individual Attribute line item has been completed, the QA must complete the applicable Review fields in the QA Review portion of the Approvals section. The QA is responsible for completing the following fields: Qty Def (Quantity Deficient), Value Def (Deficient), Def (Deficiency) Code, QDR No, QDR Date, Lot Rej (Rejected), and Vendor Liable. Qty Def and Value Def are Mandatory fields. Signing will not be successful until the following requirements are met:

- a. Qty Def (Deficient) is completed with a numeric value
- b. Qty Def is less than or equal to Lot Size
- c. Value Def (Deficient) is completed with a numeric value
- d. Value Def is less than or equal to Value Received
- e. QDR Number must be “NA” or contain 6 numeric characters.

When the QA Review has been signed successfully, the label on the “Sign” button switches to “Edit” enabling the QA to make any subsequent changes as necessary.

### **3.3.4 Inspection Complete**

After the QA Review “Sign” button has been clicked, the “Sign” button to signify Inspection Complete (line 44) enables. This approval may be signed by an Inspector, QA/Engineer, Supervisor or Full. Clicking the (44) Inspection Complete Sign button completes the inspection. If no defects were found by the Inspector, this button will be immediately enabled while the QA Sign button will not have been enabled.

In order for the (44) QA Inspection to be complete and the Sign successful, the following conditions must be met:

- a. Fields (39) Units Dest (Destroyed), (40) Units Rej (Rejected), (41) Units Acc (Accepted), (42) Quantity Rej (Rejected), and (42) Quantity Acc (Accepted) must be completed
- b. Fields (39), (40), (41) must add up to equal the amount specified in the Lot Size (28) field.
- c. Fields (42) and (43) must add up to equal the amount specified in the Units Received (10) field. These fields will auto populate based upon the entries in fields (39), (40), and (41)
- d. If the Lot size and the Units Received are equal, fields (39), (40), (41), (42), and (43) will be completed automatically by the application.
- e. Open RIDLs, Lab Requests, and Continuation Sheets must be closed.

If any of the above conditions are not met, a message will be displayed when the Sign button is clicked (Figure 3.31). The Inspector will be required to close the open items and resolve any discrepancies prior to signing.

RIMS Worklist	Create RIMS Record	RIMS RIDL Requiring Action	RIMS Standalone RIDLS
RIMS Search	RIMS Adhoc	RIMS Set Priority	

**Material Inspection Record**

REVISION 0

Rims Data

**ACTIVITY:** TPLAN0      **MIR SERIAL NO.:** 15054-001  
**STATUS:** AWAITING INSP        
**DOC NUMBER:** 93170205      **CONTRACT NUMBER:** N00189-10-P-PD25      **ACTION:** 133  
**(1)MATL DESIG:**      **(27)INSP PROC/REV:** PNS PI-500U      **(27)ENCL/SECT:** 13  
**(28)LOT SIZE:** 10      **(10)UNITS RECD:** 10EA      **(20)VALUE RECD:** \$100

Attributes

	IAC (30)	INSPECTION ATTRIBUTE (31)	QTY INSP (32)	INSP TYPE (33)	QTY DEF (34)	SIGNED BY (35)	DATE (35)	QTY REJ (36)	DEF CLASS (37)
<input type="button" value="Disable"/>	01	DOCUMENTATION	8	P	4	Edit	RPATT 02/24/2015	4	3-MINOR
<input type="button" value="Disable"/>	02	DAMAGE	8	V	4	Edit	RPATT 02/24/2015	4	2-MAJOR
<input type="button" value="Disable"/>	04	VISUAL	8	W	4	Edit	RPATT 02/24/2015	4	1-CRITICAL
<input type="button" value="Enable"/>	05	MATERIAL IDENTIFICATION (MARKING)	0	P	0	Sign		0	
<input type="button" value="Enable"/>	06	MATERIAL VERIFICATION (CERT REVIEW)	0	V	0	Sign		0	
<input type="button" value="Enable"/>	15	DIMENSIONS	0	P	0	Sign		0	
<input type="button" value="Enable"/>	26	IMPLODABILITY	0		0	Sign		0	
<input type="button" value="Enable"/>	61	QUANTITATIVE CHEMICAL ANALYSIS	0	P	0	Sign		0	
<input type="button" value="Enable"/>	62	SEMI-QUANTITATIVE CHEMICAL ANALYSIS	0	P	0	Sign		0	
<input type="button" value="Enable"/>	63	GENERIC MATERIAL VERIFICATION	0	P	0	Sign		0	
<input type="button" value="Enable"/>	64	MECHANICAL PROPERTIES VERIFICATION	0	P	0	Sign		0	
<input type="button" value="Enable"/>	65	MECHANICAL PROPERTIES INDICATOR	0	P	0	Sign		0	

-SELECT-

- Material ID Code Designator is required for QA Level 1
- Cannot sign Inspection Complete until all RIDLs are closed
- Cannot sign Inspection Complete until Lab Requests are signed
- Cannot sign Inspection Complete until Continuation Sheet is signed

Approvals

(44) INSPECTION COMPLETE

(45) SUPERVISOR REVIEW

(52)QA REVIEW	(48) QTY DEF	(49) VALUE DEF	(50) DEF CODE	(51) QDR NO	QDR DATE	(47) LOT REJ	VENDOR LIABLE	SIGNED BY	DATE	(39) UNITS DEST	(40) UNITS REJ	(41) UNITS ACC
REVIEW	4	100	1-CRITICAL	INA		<input type="checkbox"/>	No <input type="button" value="Edit"/>	RPATT	02/24/2015	0	4	6

(46)REMARKS

**Figure 3.31**

When the open items have been resolved successfully, clicking the Sign button will redirect to the Signature Confirmation page displayed in Figure 3.29.

See Section 5.2 for instructions on closing RIDLs, Section 3.6.2 for instructions on resolving Continuation Sheets, and Section 3.6.3 for completing Lab Requests.

### 3.3.5 Supervisor Sign Off

When the Inspection has been successfully signed off as Complete, the Sign button for the Supervisor Review enables (line 45). In order for the Supervisor to successfully sign off on the Inspection, the Status field must be changed to one of the five “closed” status options: Accepted;

Cancel; Recalled, Partial Reject or Rejected. The Status must be Saved by clicking the Save Status button before proceeding to signing.

Clicking the Sign button will redirect to the Signature Confirmation page displayed in Figure 3.29. Read the Instructions on the Signature Confirmation page and if in agreement with the statements, click the acknowledgement checkbox and then the Sign button. If not in agreement with the Instructions as specified, click the Cancel button to return to the Attributes page.

After the Supervisor Review signature has been accepted, the row of buttons along the top of the page reset. The Save button no longer displays and a Revise MIR button appears as shown in Figure 3.32. Additionally, the Sign button, once clicked changes to “Edit” and all of the previous Edit buttons are disabled.

**Material Inspection Record**

REVISION: 0

Buttons: Back, Report, RIDL Worklist, Revise MIR

**Rims Data**

ACTIVITY: TPLANO  
 STATUS: ACCEPTED  
 DOC NUMBER: 93018765  
 (1)MATERIAL DESIG: ENK  
 (28)LOT SIZE: 10

MIR SERIAL NO.: 15069-001

CONTRACT NUMBER: N00189-99-A-7014  
 (27)INSP PROC/REV: PNS PI-500U  
 (10)UNITS RECD: 10EA

ACTION: 133  
 (27)ENCL/SECT: 13  
 (20)VALUE RECD: \$100

**Attributes**

IAC (30)	INSPECTION ATTRIBUTE (31)	QTY INSP (32)	INSP TYPE (33)	QTY DEF (34)	SIGNED BY (35)	DATE (35)	QTY REJ (36)	DEF CLASS (37)
Disable	01 DOCUMENTATION	8	P	4	RPATT	03/10/2015	4	3-MINOR
Disable	02 DAMAGE	8	V	4	RPATT	03/10/2015	4	2-MAJOR
Disable	04 VISUAL	8	W	4	RPATT	03/10/2015	4	1-CRITICAL
Enable	05 MATERIAL IDENTIFICATION (MARKING)	0	P	0			0	
Enable	06 MATERIAL VERIFICATION (CERT REVIEW)	0	V	0			0	
Enable	15 DIMENSIONS	0	P	0			0	
Enable	26 IMPLODABILITY	0		0			0	
Enable	61 QUANTITATIVE CHEMICAL ANALYSIS	0	P	0			0	
Enable	62 SEMI-QUANTITATIVE CHEMICAL ANALYSIS	0	P	0			0	
Enable	63 GENERIC MATERIAL VERIFICATION	0	P	0			0	
Enable	64 MECHANICAL PROPERTIES VERIFICATION	0	P	0			0	
Enable	65 MECHANICAL PROPERTIES INDICATOR	0	P	0			0	

Buttons: Continuation Sheet, Lab Request

**Approvals (44)**

INSPECTION COMPLETE: Edit

SIGNED BY: RPATT, DATE: 03/10/2015

**(45) SUPERVISOR REVIEW**: Edit

SIGNED BY: RPATT, DATE: 03/10/2015

(42)QTY REJ: 4, (43)QTY ACC: 6

**(52)QA REVIEW**

(48)QTY DEF: 4, (49)VALUE DEF: 100, (50)DEF CODE: 1-CRITICAL, (51)QDR NO: NA, (47)LOT REJ: No

VENDOR LIABLE: No, Edit

SIGNED BY: RPATT, DATE: 03/10/2015

(39)UNITS DEST: 0, (40)UNITS REJ: 4, (41)UNITS ACC: 6

**(46)REMARKS**

Figure 3.32

### 3.4 Modifying a Signed Material Inspection Report

There are two methods that may be employed to modify a signed Material Inspection Report. One method utilizes the Revise MIR button. The second method is to reverse the signature process. In Method 2, rather than rolling back all signatures at once by clicking the Revise MIR button, signatures must be rolled back one by one, in the same order they were added.

### **3.4.1 Method One**

- a. Click the Revise MIR button
- b. The existing state of the record is saved as Revision 0
- c. The Material Inspection Report page now displays as Revision 1.
- d. In Revision 1, Signatures through the QA Review level are rolled back
- e. Existing Line Item Attributes remain signed and are not available for editing
- f. New Attributes (including duplicates) may be added and worked
- g. Status shows as “Awaiting Inspection”

### **3.4.2 Method Two**

- a. Begin by clicking the Edit button associated with the Supervisor Review signature
- b. Confirm the Edit in the Edit Confirmation box (Figure 3.33)
- c. The Supervisor Review Signature is removed and the Inspection Complete Edit button is enabled.
- d. Select the Edit button associated with the Inspection Complete signature
- e. Confirm the Edit
- f. The Inspection Complete Signature is removed and the QA Review Edit button is enabled.
- g. Select the Edit button associated with the QA Review signature
- h. Confirm the Edit
- i. The QA Review Signature is removed and the Attribute line item Edit buttons are enabled.
- j. Individual Attribute line items may now be edited
- k. Click the Edit button associated with an attribute
- l. Confirm the Edit
- m. The Signature is removed and the button changes from Edit to Sign.

When the MIR is modified using Method 2, the Revision number does not change.

Clicking the Edit button will display the Edit Confirmation page shown in Figure 3.33. Selecting the Edit button in the Edit Confirmation box will remove the related signature and enable the next levels Edit button. Selecting the Cancel button in the Edit Confirmation box will take you out of the editing process.

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Product Data Reporting and Evaluation Program (PDREP)

Edit Confirmation

**Instructions**

Are you sure you want to edit this item?  
**This will remove the signature, userid and date of the original electronic signature electronic signature.**

**Someone must electronically sign this attribute for it to be valid.**

Figure 3.33

### 3.5 Cancelling a Record

A Receipt Inspection Record once created, may be cancelled.

If no Attributes have been enabled, change the Status to “CANCEL”. Enter the reason for the cancellation in the Remarks section, and click the Save Record button (Figure 3.34).

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

Product Data Reporting and Evaluation Program (PDREP)

Receipt Inspection Record - Add/Edit

[RIMS Worklist](#) | [Create New RIMS Record](#) | [RIMS RIDL Requiring Action](#) | [RIMS Search](#)

FOUO  
 REVISION: 0

RIMS SERIAL NO.: 00000005

(1)MATL DESIG: 
 (2)MIR SERIAL NO.: 14099-001 thru: 14099-003

ADDED DATE: 04/09/2014
 (M)(4)MATL RECEIVED DATE: 04/09/2014
 CERT RECD DATE: 
 CERT COMP DATE:

(M)(6)MATL CODE: QA 1
 (M)(19)MATL SOURCE: 
 MATL LOCATION:

(7)DOC. NO.: 5
 (11a)JOB ORDER: 
 (11b)KEY OP: 
 (M)(12)PROJECT:

(8a)CONTRACT NO.: 
 (8b)CALL: 
 (9)ITEM: 
 SHIPMENT:

(5)CONTRACT DEL DATE: 
 NEED BY: 
 PRIORITY 1:

(M)(15)VENDOR CAGE: 
 (29)DCMA ACTIVITY: 
 PRIORITY 2:

VENDOR NAME: 
 PRIORITY 3:

(13a)COG: 
 (M)(13b)FSC: 
 (13c)MIDN: 
 (13d)SMIC: 
 L1:  DSS/SOC:  CSM:  FBW/SFCC:

NSN:

MAT DESCRIPTION LIST:

(M)(14a)MAT DESCRIPTION:

(14b)DESCRIPTION:

(M)(20)VALUE REC'D: 
 (M)(10a)UNITS REC'D: 
 (M)(10b)UNIT OF ISSUE:

(23)MATL SPEC/REV: 
 (24)MFG SPEC/REV: 
 (25)DWG/PART NO:

(22)MILL HEAT NO: 
 (26)LOT/TRACE NO: 
 (M)(28)LOT SIZE:

(17)MFG CAGE: 
 INSPECTION PROC LIST: 
 RECORD LOCKED:

(M) ACTION: 1332
 (M)(27a)INSP PROC/REV:

STATUS: CANCEL
 (M)(27c)ENCL/SECT:

INSPECTOR: 
 (2a)PRECERT MIC/RFI SERIAL NO.:

(46)REMARKS: QA level incorrect, JML changed to QA-4, material returned to supply. Record is cancelled.

Figure 3.34

The record locks and the application redirects to the Locked Record view (Figure 3.35).

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDL</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**Receipt Inspection Record - Record Locked**

REVISION 0

[View Attributes](#)
[RIDL Worklist](#)
[Subvendor](#)
[RFI Tags](#)
[Work Package Report](#)
[Status History](#)
[Add/View Attachments](#)

DODAAC: TPLAN0      RIMS SERIAL NO.: 00000097

(1)MATL DESIG: ENK      MIR SERIAL NO.: 15041-002      CERT RECD DATE: 02/10/2015      (4)CERT COMP DATE: 02/10/2015  
 ADDED DATE: 02/10/2015      (4)MATL RECEIVED DATE: 02/10/2015      MATL LOCATION: HERE  
 (6)MATL CODE: QA 1      (19)MATL SOURCE: OTHER      (11b)KEY OP: ABC  
 (7)DOC. NO.: R2D2      (11a)JOB ORDER: 01-234-56789      (8b)CALL: ME      (9)ITEM: IS SUSPECT      (12)PROJECT: SD DET - SAN DIEGO  
 (8a)CONTRACT NO.:      NEED BY: 02/10/2015      PRIORITY: S      SHIPMENT: ALIENS  
 (5)CONTRACT DEL DATE: 02/10/2015      (29)DCMA ACTIVITY: N45112      1  
 (15)CONTRACTOR CAGE: 57653      B  
 CONTRACTOR NAME: SAFARILAND LLC

(13a)COG:      (13b)FSC:      (13c)NIII:      (13d)SMIC:  
 HSH:      4444  
 L1:       DSS/SOC:       CSM:       FBW/SFCC:

(14a)MATL DESCRIPTION: CAP      (10a)UNITS REC'D: 10      (10b)UNIT OF ISSUE: EA  
 (14b)DESCRIPTION: TTS FOR SPELL CHECK      (24)MFG SPEC/REV: C3D4  
 (20)VALUE REC'D: \$100      (26)LOT/TRACE NO: 19J0      (25)DWG/PART NO: E5F6  
 (23)MATL SPEC/REV: A2B2      (28)LOT SIZE: 10  
 (22)MILL HEAT NO: G7H8  
 (17)MFG CAGE: 03953  
 MFG NAME: BOEING CO THE  
 ACTION: I33      (27a)INSP PROC/REV NO: PNS PI-500U      RECORD LOCKED:   
 STATUS: CANCEL      (27c)ENCL/SECT: 13  
 INSPECTOR: RPATT      (2a)PRECERT MIC/RFI SERIAL NO.:

(46)REMARKS: 

QA level incorrect, JML changed to QA-4, material returned to supply. Record is Cancelled

**Figure 3.35**

When viewing the record on the Worklist, the Status shows as Cancel; Read is displayed as the option under the Main column; and Attributes and RIDL links are not enabled (Figure 3.46)

<a href="#">RIMS Worklist</a>	<a href="#">Create New RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Search</a>
-------------------------------	--	--	-----------------------------

**RIMS Worklist**

**Instructions**  
 1. Enter DODAAC, Inspector and/or Action.  
 2. Select Status for the RIMS list  
 3. Add additional information as required to reduce the Worklist result set.

[For additional help](#)

DODAAC: TPLAN0      Status: ALL

From Date: 04/28/2013      To Date: 04/28/2014

Document Number:      Inspector:      Action: ALL

Contract Number:      Sort: ADDED DATE - ASC

Matl Level Code:     

---

**Instructions**  
 1. Select Selection Type and Selection Value

Selection Type: MIR SERIAL NUMBER      Selection Value:     

Result count: 21

RIMS Worklist Download: Click [here](#) to download data in Microsoft Excel format

Rims Number	MIR Number	Mat Level	ContractNumber	Added Date	Action	Status	Inspector	Main	Attributes	RIDL
00000002	14097400	QA 1		04/07/2014	133.2	AWAITING INSP		<a href="#">Edit</a>	<a href="#">Attributes</a>	<a href="#">RIDL</a>
00000003	14097001	QA 1		04/07/2014	X11	AWAITING INSP	RPATT	<a href="#">Edit</a>	<a href="#">Attributes</a>	<a href="#">RIDL</a>
00000004	14097002	QA 1		04/07/2014	X11	LAB TEST	RPATT	<a href="#">Edit</a>	<a href="#">Attributes</a>	<a href="#">RIDL</a>
00000005	14099001	QA 1		04/09/2014	133.2	CANCEL		<a href="#">Read</a>	<a href="#">Attributes</a>	<a href="#">RIDL</a>

**Figure 3.36**

If no entry has been made in the Remarks field, the record Save will not be successful. A message will display at the top of the page stating “Remarks are required for Cancelled MIRs”.

If attributes have been activated (see Section 0), the inspection must progress to the Supervisors signature in order to cancel the record. Any attempt to cancel the record prior to the Supervisor sign off will not be successful. A message will be displayed indicating “Cannot set MIR to completed status until the inspection is complete”. When attributes have been signed off, the QA Review signed off, and the Inspection Complete signed off, the Supervisor may change the Status to Cancel, click the Save Status button and change the status successfully. However Remarks are required in order for the Supervisors signature to be successful. If Remarks are not entered, the application will indicate “Remarks are required for Cancelled MIRs”. Upon saving the Cancelled status, entering remarks explaining why the record was cancelled, and clicking the Save button, the Supervisor may click the Sign button, to complete the inspection.

### 3.6 Inspection Tools

Buttons in the Material Inspection Record page provide access to additional Inspection Tools to assist in the Inspection process. These tools are: Report, Continuation Sheet, Lab Request, and Welding Lab Request. These tools are described below.

#### 3.6.1 Report

The Report button opens a new window that displays the Material Inspection Record in full as shown in Figure 3.37.

MATERIAL INSPECTION RECORD				1. MAIL DESIG	2A. PRECERT MIC/RFI SERIAL NO	3. CAD
<input type="checkbox"/> L1	<input type="checkbox"/> DSS/SOC	<input type="checkbox"/> CSM	<input type="checkbox"/> FBWSFCC	ENK		X
4. DATE REC'D 04/04/2014	5. CONTRACT DELIVERY DATE		6. QA CODE LEVEL 1	2. MIR SERIAL NO 14097-001		
7. DOCUMENT NO R2D2	8. CONTRACT NO CALL ORDER NO -- ME		9. ITEM NO IS SUSPECT		10. UNITS REC'D UI 10 EA	
11. JOB NO KEY OP 01-234-56789 ABC		12. PROJECT SAN DIEGO		13. COG FSC NIIN/LSN SMIC STR NO 4444 --		
14. DESCRIPTION CAP TEST				15. VENDOR CAGE 57653		16. VENDOR NAME SAFARILAND LLC
				17. MFG CAGE 03953		18. MFG NAME BOEING CO THE
				19. MAIL SOURCE OTHER		20. VALUE RECD \$100
22. MILL HEAT NO G7H8		23. MAIL SPEC/REV A2B2		24. MFG SPEC/REV C3D4		21. DODAAC TPLAN0
26. LOT TRACE NO 19J0		27. INSPECTION PROCEDURE/REV PNS PI-500U		28. LOT SIZE 13		25. DWG/PART NO E5F6
				29. DCMA CODE N45112		
Unofficial	RECEIPT INSPECTION RESULTS					ENG/QAS REVIEW
30. IAC	31. INSPECTION ATTRIBUTE	32. QTY INSP	33. INSP TYPE	34. QTY DEF	35. SIGNATURE/DATE	36. QTY REJ 37. DEF CLASS
	01 DOCUMENTATION	0	P	0		0 -
	02 DAMAGE	0	P	0		0 -
	04 VISUAL	0	P	0		0 -
	05 MATERIAL IDENTIFICATION (MARKING)	0	P	0		0 -
	06 MATERIAL VERIFICATION (CERT REVIEW)	0	V	0		0 -
	15 DIMENSIONS	0	P	0		0 -
	61 QUANTITATIVE CHEMICAL ANALYSIS	0	P	0		0 -
	62 SEMI-QUANTITATIVE CHEMICAL ANALYSIS	0	P	0		0 -
	63 GENERIC MATERIAL VERIFICATION	0	P	0		0 -
	64 MECHANICAL PROPERTIES VERIFICATION	0	P	0		0 -
	65 MECHANICAL PROPERTIES INDICATOR	0	P	0		0 -
39. UNITS DEST 0	40. UNITS REJ 0	41. UNITS ACC 0	42. QTY REJ 0	43. QTY ACC 0	44. INSPECTION COMPLETE SIGNATURE/DATE	
38. QTY RIDLS 2				45. SUPERVISOR REVIEW SIGNATURE/DATE		
46. REMARKS/MARKING						
ENGINEER/QAS REVIEW						
47. LOT REJ <input type="checkbox"/>	48. QTY DEF 0	49. VALUE DEF 0	50. DEF CODE	51. QDR NO	52. QA REVIEW SIGNATURE/DATE NA	
ASSOCIATED FORMS Continuation Sheet(s) Lab Request(s)						

Figure 3.37

### 3.6.2 Continuation Sheet

The Continuation Sheet button displays an input form for the Material Inspection Record Continuation Sheet and is illustrated in Figure 3.38. If used, the Continuation sheet must be completed and signed before the Inspection Completion can be signed.

ITEM DESC	HEAT NUMBER	SERIAL/TRACE/LOT	MAT DES	LEVEL1 NUMBER	QUANTITY	RT SERIAL NUMBER	RT ACCEPT MEMO NUMBER AND DATE
TEST DESCRIPTION	ABC	A1B1	12345	ABCDEFG	123	B2C3	C4D5

Figure 3.38

To open a Continuation Sheet, complete the fields for which you have information. Input fields are: Item Description, Heat Number, Serial/Trace/Lot, Mat Des, Level 1 Number, Quantity, RT Serial Number and RT Accept Memo Number and Date.

When a Continuation Sheet is opened for the first time, Save and Sign buttons are displayed and enabled. When data is entered and the Save button clicked, the data is saved to the record and a second line item displays for data entry. The record may be saved again, and additional line items entered. The Save button must be clicked for each line item entered in order to commit the entry. Signing the record without clicking the Save button will discard any unsaved changes.

To Complete a Continuation Sheet, just click the Sign button. The Signature Confirmation page displays (Figure 3.39).

Instructions

By clicking on the "Sign" button below, you are confirming the following:

1. That you are lawfully using the network you are on
2. You are logged into RIMS as yourself (e.g. not using another user's account)
3. You are authorized to electronically sign an attribute in RIMS
4. You understand that you are electronically signing this attribute in RIMS when you hit the "Sign" button below

I acknowledge having read, understood, and fully agreed with the above statement

Sign Cancel

Figure 3.39

Review the Instructions, acknowledge agreement, and click Sign. If you do not agree with the Instructions, click the Cancel button to be returned to the Continuation Sheet.

From the Continuation Sheet page, both a Continuation Report (See Figure 3.40) and a Radiography Report (Figure 3.41) may be accessed.

RIMSMIR - RCN: TPLAN013301A04

**MATERIAL INSPECTION RECORD - CONTINUATION SHEET**

2. MIR SERIAL NO  
13301-A04

ITEM DESC	HEAT NO.	SERIAL/TRACE/LOT NO.	MAT DES	LEVEL 1 NO.	QTY
INSPECTOR SIGNATURE				DATE	

Figure 3.40

RIMSMIR - RCN: TPLAN013301A04

**MATERIAL INSPECTION RECORD - RADIOGRAPHY SHEET**

2. MIR SERIAL NO  
13301-A04

ITEM DESC	LEVEL 1 NO.	RT SERIAL NUMBER	RT ACCEPT MEMO
-----------	-------------	------------------	----------------

Figure 3.41

From the RIMS Continuation Sheet page, the Back button redirects back to the Material Inspection Record.

### 3.6.3 Lab Request

The Lab Request button in the Material Inspection Record opens a form from which laboratory tests can be requested. (Figure 3.42) The Item Description selection box is populated based upon Item Descriptions entered in the Continuation Sheet. If there are no Item Descriptions in the Continuation Sheet, the Lab Request Item Description selection box is populated based upon a combination of the Material Description (line 14a) and Mill Heat Number (22), and Material Description and Lot/Trace Number (26) as shown on the Receipt Inspection Record – Add/Edit page. These will show as 2 separate selection options in the drop-down. If used, the Lab Request must be completed and signed off before the Inspection can be completed.

RIMS Worklist | Create RIMS Record | RIMS RIDL Requiring Action | RIMS Standalone RIDLs

RIMS Search | RIMS Admin | RIMS Set Priority

**RIMS Laboratory Request**

Back Save Report

Rims Data

MIR SERIAL NO.: 15026-001  
NDC:  
DOC NUMBER: R2D2  
DESCRIPTION: CAP  
TST FOR SPELL CHECK

CONTRACT NUMBER:

ITEM DESC	HEAT/LOT	MATL SPEC	TYPE/CLASS/COND	RECEIPT INSPECTION				LABORATORY TESTS				UNSAT/SAT					
				62	63	65	24	61	62	63	64		65	24			

Spell Check Save SIGNED BY DATE

Sign

Remarks

REMARKS:

Figure 3.42

Click the Back button to return to the Material Inspection Report. Click the Save button to save the Lab Request Sheet.

To close out a Lab Request, click the Sign button. The Signature Confirmation page displays (Figure 3.43).

**Figure 3.43**

Review the Instructions, acknowledge agreement, and click Sign. The signed Laboratory Request form will display (Figure 3.44). If you do not agree with the Instructions, click the Cancel button to be returned to the Laboratory Request form.

**Figure 3.44**

The RIMS Laboratory Request may be edited after signature by clicking the Edit button. Clicking the Edit button prompts an Edit Confirmation dialog box (Figure 3.45)

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

**Edit Confirmation**

**Instructions**

Are you sure you want to edit this item?  
**This will remove the signature, userid and date of the original electronic signature electronic signature.**  
**Someone must electronically sign this attribute for it to be valid.**

**Figure 3.45**

Review the instructions, and click the Edit button to continue editing. The signature is removed and line items are re-enabled. Click the Cancel button to return to the Laboratory Request form. Clicking the Report Button on the Lab Request form opens a new window displaying the Lab Report Record (Figure 3.46).

MATERIAL INSPECTION RECORD - LABORATORY REQUEST AND RECORD													
DOCUMENT NUMBER R2D2			PROJECT NUMBER SAN DIEGO			QA 2			MIR SERIAL NO 13301-A04				
INSPECTION PROCEDURE		LOT SIZE 10	JOB NO KEY OP 0123456789 ABC	LAB REPORT NO			RECEIPT INSPECTION			LABORATORY TESTS			
DESCRIPTION CAP TEST				SPATIALLY CHEMICAL ANALYSIS	GENERIC CHEMICAL VERIFICATION	MECHANICAL PROPERTIES INDICATOR	MANUFACTURING PROCESS UNSATSAT	QUANTITATIVE CHEMICAL ANALYSIS	SPATIALLY CHEMICAL ANALYSIS	GENERIC CHEMICAL VERIFICATION	MECHANICAL PROPERTIES INDICATOR	MANUFACTURING PROCESS UNSATSAT	
ITEM DESC	HEAT/LOT NO.	MATERIAL SPEC	TYPE/CLASS/COND	62	63	65	24	61	62	63	64	65	24
SIGNATURE/DATE								LAB TECH SIGNATURE/DATE			QTY DEST IN TEST		
REMARKS													

**Figure 3.46**

### 3.6.4 Welding Lab Request

The Welding Lab Request button on the Material Inspection Report opens the RIMS Welding Laboratory Request form. See Figure 3.47.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	
RIMS Welding Laboratory Request			
<b>MOISTURE TEST IAW:</b>		WEA138-007-085 ▾	H ▾
<b>WELDING EVALUATION IAW:</b>		WEA138-007-085 ▾	H ▾
<input type="button" value="Weld Request"/>			<input type="button" value="Cancel"/>

**Figure 3.47**

Selections may be made from the dropdown boxes.

Clicking the Weld Request button available in the RIMS Welding Laboratory Request form displays the printable form shown in Figure 3.48 in a separate window. This form must be closed by closing the browser window.

MATERIAL INSPECTION RECORD - WELDING LABORATORY REQUEST			
MIR SERIAL NO 13301-A04		21. DODAAC TPLANO	
7. DOCUMENT NO R2D2	8. CONTRACT NO CALL/ORDER NO ME	10. UNITS REC'D U/I 100 EA	
11. JOB NO KEY OP 0123456789 ABC	12. PROJECT SAN DIEGO	28. LOT SIZE 10	
14. DESCRIPTION CAP TEST		13. COG FSC NIIN/LSN SMC STK NO 9999	
		27. INSPECTION_PROCEDURE/REV	ENCL/SECT 13
		23. MATL SPEC/REV A2B2	24. MFG SPEC/REV C3D4
		26. LOT/TRACE NO 19J0	10. UNITS REC'D U/I 100 EA
<b>TESTING REQUESTED(CHECK ONE):</b>			
<input type="checkbox"/> MOISTURE TEST IAW      WEA138-007-085      REV H CONDITION A ONLY <input type="checkbox"/> CONDITION A AND B <input type="checkbox"/>			
<input type="checkbox"/> WELDING EVALUATION IAW      WEA138-007-085      REV H			
MIX NUMBERS			
SAMPLE SIZE			
COMMENTS:		CERTIFICATIONS ATTACHED.	
SIGNATURE	SHOP/ CODE	PHONE EXT	DATE
<b>TEST RESULTS</b>			
<input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY			
COMMENTS			
TEST REPORT ATTACHED			
DIST: MOISTURE TEST RESULTS TO CODES 138.2 AND 133.2 WELDING TEST RESULTS TO CODE 133.2			
SIGNATURE	SHOP/ CODE	PHONE EXT	DATE

**Figure 3.48**

Click the Cancel button on the RIMS Welding Laboratory Request (Figure 3.47) to return to the Material Inspection Report.

## 4 RIMS RIDLS REQUIRING ACTION

### 4.1 Receipt Inspection Deficiency Logs (RIDLS)

Receipt Inspection Deficiency Logs (RIDLS) are created from the Material Inspection Report (MIR) page and can be edited from the RIDL Worklist or the RIMS RIDL Requiring Action tab. Section 3.5– Inspection Tools describes how to access the Receipt Inspection Deficiency Log and the RIDLS Worklist from the MIR page.

Clicking the RIMS RIDL Requiring Action tab displays the RIMS RIDLS Requiring Action list shown in Figure 4.1. The results can be filtered by RIDL type, Material (Matl) Level Code, and Has Action options. Checking/Unchecking the Include Closed RIDL Items checkbox will add or remove closed RIDLS from the list. Click the Refresh Screen button after filter selection to display the updated results. All of the fields in the search results can be sorted in ascending or descending order by clicking on that column heading.

DODAAC	Serial No.	Mat Level	Contract	Document	Description	Project	Status	Deficiency	Orig Date	Ridl	Has Action	Action Complete Date
TPLAND	14101001	QA-1		R2D2	CAP	SAN DIEGO	REPAIR	Description of Condition	04/11/2014	1	105.2	
TPLAND	14101001	QA-1		R2D2	CAP	SAN DIEGO	REPAIR	Description of Condition	04/11/2014	1	136.RW	
TPLAND	14101003	QA-1		R2D2	CAP	SAN DIEGO	AWAITING INSP	Description of Condition	04/11/2014	1	105.2	
TPLAND	14101003	QA-1		R2D2	CAP	SAN DIEGO	AWAITING INSP	Description of Condition	04/11/2014	1	136.RW	
TPLAND	14119902	QA-1		R2D2	CAP	SAN DIEGO	AWAITING INSP	Description of Condition	04/29/2014	1	105.2	
TPLAND	14119902	QA-1		R2D2	CAP	SAN DIEGO	AWAITING INSP	Description of Condition	04/29/2014	1	136.RW	
TPLAND	14149001	QA-1		R2D2	CAP	SAN DIEGO	AWAITING INSP	Description of Condition	05/29/2014	1	105.2	
TPLAND	14149001	QA-1		R2D2	CAP	SAN DIEGO	AWAITING INSP	Description of Condition	05/29/2014	1	136.RW	

Figure 4.1

The Screening RIDL List button can be used to return results for a specified Correspondence Number. For a result to be returned based upon Correspondence Number only, the Standalone RIDL must have both a regular RIDL and an Action associated with the Correspondence Number.

Enter a full Correspondence Serial Number in the Corresp SN field and click the Screening RIDL List button. The result for the specified RIDL will display in the worklist grid below.

From the RIMS RIDLS Requiring Action result set, click a specific Serial No. link to display the RIMS RIDL Worklist for the selected Serial number (Figure 4.2).

Item Number	Condition Text	Originator	Condition Locked	Resolver	Resolution Locked	Closer	RIDL
1	Description of Condition	RPATT	Y				RIDL
2	A different condition	RPATT	N				RIDL

Figure 4.2

Click the RIDL link in the result table to access the desired RIDL. The RIDL page is illustrated in Figure 4.3.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

### Receipt Inspection Deficiency Log (RIDL)

Rims Data

**MIR SERIAL NO.:** 15020-001  
**MAT'L LOCATION:** HERE  
**DOC NUMBER:** R2D2  
**DESCRIPTION:** CAP  
**NIN:**  
**PROJECT:** SD DET - SAN DIEGO  
**CONTRACT NUMBER:**  
**CAGE CODE:** 57653  
**LOT/TRACE NUMBER:** 19J0

**RIDL NO: 1**

Condition

User who Saves or Locks Condition is responsible for content. SIGNED BY Name will be updated.

1. RECEIVED MATERIAL MARKED NICU

CONTRACT REQUIRES MATERIAL TO BE HF.

CERTIFICATIONS STATE MATERIAL IS CD.

**CONDITION LOCKED:**

**ORIGINATOR**  
**SIGNED BY:** RPATT  
**CODE/SHOP:** 133

**DATE:** 02/06/2015  
**EXT:** 5555

**INSP COMP:** Yes   
**COUNTERFEIT/FRAUD:** No

Resolution

User who Saves or Locks Resolution is responsible for content. SIGNED BY Name will be updated.

Contract MOD P00001 allowed the use of QQ-N-281D, Amend 2, Class B material. NAVSEA 0902-018-2010, section 9090-3-d and drawing 5007929 state NASM 17828 applies for these nuts. NASM 17828 requires Class B material be cold drawn.

**RESOLUTION LOCKED:**       **SHIPYARD CAUSED:**

**RESOLVER**  
**SIGNED BY:** RPATT  
**CODE/SHOP:** 133

**DATE:** 02/06/2015  
**EXT:** 5555

**PRE-ENGINEERED:**       **ER NUMBER:**

**PQDR:**       **PQDR NUMBER:**

**RIDL CATEGORY:**   
**ATTRIBUTE:**

Authorized Corrective Action(s) Complete

**CLOSER**  
**SIGNED BY:**      **DATE:**  
**CODE/SHOP:**      **EXT:**

**Figure 4.3**

## 5 Working with RIDLs

### 5.1 Add RIDL

The Add RIDL button takes the user to the Receipt Inspection Deficiency Log page (Figure 5.1). The RIDL is a means of communication used to resolve any questions or issues the Inspector may have. If used, the RIDL must be completed, saved and a resolution completed before the Investigation can be completed.

- a. To add a RIDL, click the Add RIDL button which is available either from the Material Inspection Report page, or from the RIDL Worklist. RIDLs may not be entered after the MIR has been completed and signed off.

[RIMS Worklist](#) | [Create RIMS Record](#) | [RIMS RIDL Requiring Action](#) | [RIMS Standalone RIDLS](#)  
[RIMS Search](#) | [RIMS Adhoc](#) | [RIMS Set Priority](#)

**Receipt Inspection Deficiency Log (RIDL)**

Back | Add/View Attachments | Report | RIDL Worklist | Notify Individual

Rims Data

MIR SERIAL NO.: 15023-001  
MAT'L LOCATION: HERE  
DOC NUMBER: R2D2  
DESCRIPTION: CAP  
IIN:  
PROJECT: SD DET - SAN DIEGO  
CONTRACT NUMBER:  
CAGE CODE: 57653  
LOT/TRACE NUMBER: 19J0

Who Has Next Action

RIDL NO: 1

Condition

User who Saves or Locks Condition is responsible for content. SIGNED BY Name will be updated.

Description of Condition

CONDITION LOCKED:

ORIGINATOR  
SIGNED BY: RPATT  
CODE/SHOP: 133  
INSP COMP:

DATE: 01/23/2015  
EXT: 5555  
COUNTERFEIT/FRAUD:

Resolution

User who Saves or Locks Resolution is responsible for content. SIGNED BY Name will be updated.

Resolved

RESOLUTION LOCKED:  SHIPYARD CAUSED:

RESOLVER  
SIGNED BY: RPATT  
CODE/SHOP: 133  
PRE-ENGINEERED:   
PQDR:   
RIDL CATEGORY:   
ATTRIBUTE:

DATE: 01/23/2015  
EXT: 5555  
ER NUMBER:   
PQDR NUMBER:

RIDL Metrics

Authorized Corrective Action(s) Complete

CLOSER  
SIGNED BY: RPATT  
CODE/SHOP: 133  
DATE: 01/23/2015  
EXT: 5555

Figure 5.1

- b. Complete the Condition section: enter a description of the condition, select Yes or No from the Insp Comp (Inspection Complete) dropdown box, indicate whether fraud or a counterfeit part are suspected, and check the Condition Locked indicator box. Click the Save Condition button.
- c. Clicking the Save Condition button enables the “Who Has Next Action” button. Clicking the Who has the Next Action button displays the Action Routing for the RIDL form (Figure 5.2).

**Figure 5.2**

- d. Select the recipient for the Next Action from the Next Action dropdown. Select a Status Text and a Description respectively.

**Figure 5.3**

- e. Click the Save button to save the entries. Clicking a Delete button will remove the indicated Action from the RIDL. Click the Back button to return to the Receipt Inspection Deficiency Log (RIDL).

## 5.2 Close a RIDL

- a. To Close a RIDL from the Material Inspection Report page, click the RIDL Worklist button and the RIMS RIDL Worklist will display (Figure 5.4)

Item Number	Condition Text	Originator	Condition Locked	Resolver	Resolution Locked	Closer
1	Description of Condition	RPATT	Y	RPATT	Y	RIDL

**Figure 5.4**

- b. Click the RIDL link in the RIDL list. The Receipt Inspection Deficiency Log (RIDL) page (Figure 4.3) displays.
- c. Before the Resolution can be edited, the RIDL Condition must be Locked and Completed (Figure 5.5).

**RIDL NO: 1**

**CONDITION LOCKED:**

**ORIGINATOR**  
SIGNED BY: RPATT  
CODE/SHOP: 133

**DATE:** 01/05/2015  
EXT: 5555

**INSP COMP:** Yes   
**COUNTERFEIT/FRAUD:** No

**Figure 5.5**

- d. Complete the Resolution section by entering a description of the Resolution and clicking the Resolution Locked indicator (Figure 5.6). Click the Save Resolution button to save changes

Resolution

User who Saves or Locks Resolution is responsible for content. SIGNED BY Name will be updated.

Resolved

RESOLUTION LOCKED:  SHIPYARD CAUSED:

RESOLVER  
 SIGNED BY: RPATT  
 CODE/SHOP: 133  
 PRE-ENGINEERED:   
 PQDR:   
 RIDL CATEGORY:   
 ATTRIBUTE:

DATE: 01/28/2015  
 EXT: 5555  
 ER NUMBER:   
 PQDR NUMBER:

Unlock Resolution      RIDL Metrics

---

Authorized Corrective Action(s) Complete

CLOSER  
 SIGNED BY:  
 CODE/SHOP:

DATE:  
 EXT:

Close Ridl

**Figure 5.6**

- e. When the Save Resolution button is clicked, the application will redirect to the Action Routing for RIDL page (Figure 5.7)

[RIMS Worklist](#) | [Create RIMS Record](#) | [RIMS RIDL Requiring Action](#) | [RIMS Standalone RIDLS](#)  
[RIMS Search](#) | [RIMS Adhoc](#) | [RIMS Set Priority](#)

**Action Routing for RIDL**

**WHO HAS ACTION**

Each next action should be written on a separate line.  
 Do not overwrite the existing one.

Back      Save

Rims Data

MIR SERIAL NO.: 15041-002  
 STATUS: AWAITING INSP  Save Status  
 DOC NUMBER: R2D2  
 MATL LOCATION: HERE  
 DESCRIPTION: CAP  
 NIN:      CONTRACT NUMBER:

NEXT ACTION	DESCRIPTION	ACTION DATE	ACTION COMPLETE	COMPLETION DATE
Delete	1232 <input type="text"/>	REPAIR <input type="text"/>	02/11/2015 <input type="checkbox"/>	
	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Save

**Figure 5.7**



The RIDL is now closed. See Figure 5.9 for an example of a closed RIDL.

<a href="#">RIMS Worklist</a>	<a href="#">Create New RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Search</a>
<b>Receipt Inspection Deficiency Log (RIDL)</b>			
<a href="#">Add/View Attachments</a>	<a href="#">Report</a>	<a href="#">RIDL Worklist</a>	<a href="#">Notify Individual</a>

Rims Data

**MIR SERIAL NO.:** 15005-001  
**DOC NUMBER:** R2D2  
**DESCRIPTION:** CAP  
**MIN:**  
**PROJECT:** SAN DIEGO

**RIDL NO: 1**

Condition

User who Saves or Locks Condition is responsible for content. SIGNED BY Name will be updated.

Description of Condition

**CONDITION LOCKED:**

<b>ORIGINATOR</b>	<b>DATE:</b> 01/05/2015
<b>SIGNED BY:</b> RPATT	<b>EXT:</b> 5555
<b>CODE/SHOP:</b> 133	

**INSP COMP:** 
**COUNTERFEIT/FRAUD:**

Resolution

User who Saves or Locks Resolution is responsible for content. SIGNED BY Name will be updated.

Resolved

**RESOLUTION LOCKED:**  **SHIPYARD CAUSED:**

<b>RESOLVER</b>	<b>DATE:</b> 01/05/2015
<b>SIGNED BY:</b> RPATT	<b>EXT:</b> 5555
<b>CODE/SHOP:</b> 133	<b>ER NUMBER:</b> <input type="text"/>
<b>PRE-ENGINEERED:</b> <input type="checkbox"/>	<b>PQDR NUMBER:</b> <input type="text"/>
<b>PQDR:</b> <input type="checkbox"/>	

**RIDL CATEGORY:** 
**ATTRIBUTE:**

[RIDL Metrics](#)

Authorized Corrective Action(s) Complete

<b>CLOSER</b>	<b>DATE:</b> 01/05/2015
<b>SIGNED BY:</b> RPATT	<b>EXT:</b> 5555
<b>CODE/SHOP:</b> 133	

**Figure 5.9**

## 5.3 Receipt Inspection Deficiency Log Tools

Buttons in the Receipt Inspection Deficiency Log (RIDL) page (Figure 5.8) provide access to additional functionality to assist in the Inspection process. These functions are described below.

### 5.3.1 Add/View Attachments

The Add/View Attachment button allows uploading, viewing and deleting of attachments. To Add or View Attachments:

- a. Click the Add/View Attachments button. The Upload Attachment Listing page shown in Figure 5.10 displays. This page will list any attachments that have been uploaded.

The screenshot shows the 'Upload Attachment Listing' page. At the top, there are navigation links: 'PDREP Home', 'Submit Feedback', 'External Links', and 'PDREP Manuals'. The user profile is 'TESTER 1' with a 'logout' link. The page title is 'Product Data Reporting and Evaluation Program (PDREP)'. Below the title is the 'Upload Attachment Listing' header. The main content area contains 'Instructions' for using the listing, 'Application Module: RIMS', and 'Key Info: N3904013255002'. A table with columns 'ID', 'File Name', and 'Added Date' is shown, with the text 'No Attachments' below it. At the bottom, there are 'Add Attachment' and 'Cancel' buttons.

Figure 5.10

- b. Click the Add Attachment button to browse for the file to upload. The Upload Attachment page (Figure 5.11) displays.

The screenshot shows the 'Upload Attachment' page. At the top, there are navigation links: 'PDREP Home', 'Submit Feedback', 'External Links', and 'PDREP Manuals'. The user profile is 'TEST PLAN' with a 'logout' link. The page title is 'Product Data Reporting and Evaluation Program (PDREP)'. Below the title are 'Print' and 'Back' buttons. The main content area contains a warning: 'Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.' followed by 'Instructions' for uploading a file. Below the instructions is a 'Warning' section. The form fields include: '(M) File to Upload (Max 100 chars):' with a text box containing 'C:\HP-QuickTest\UploadChoices\Water\_lilies.jpg' and a 'Browse...' button; '(M) Short Name for Attachment (Max 100 chars):' with a text box containing 'Water Lilies'; and '(M) Brief Description (Max 500 chars):' with a text area containing 'Image'. At the bottom, there are 'Upload Attachment' and 'Reset' buttons.

Figure 5.11

- c. Follow the instructions on the page to upload an attachment. M denotes mandatory fields however all fields in this form are required in order to complete the upload. File types include: jpg, gif, bmp, doc, docx, txt, pdf, xls, xlsx, tif, png, zip, ppt, pptx.
- d. Click Upload Attachment to complete the action. Click the Reset button to clear out unwanted entries, and click the Back Button to return to the Upload Attachment Listing page.
- e. When the file has been successfully uploaded, it will display in the Upload Attachment Listing page (Figure 5.12).

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

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

**Upload Attachment Listing**

**Instructions**  
 1. The listing displays attachments for the existing KeyInfo.  
 2. Click **Add Attachment** to add new attachment.  
 3. Click **Delete** to delete the attachment.  
 4. Click **Cancel** to return to the previous screen

**Application Module:** RIMS  
**Key Info:** TPLAN013309001

File Name	File Description	Comments	Added Date	Uploaded By	Delete Attachment?
<a href="#">Water_lilies.jpg</a>	Water Lilies	Image	11/08/2013	TPLAN	<input type="button" value="Delete"/>

**Figure 5.12**

- f. Click the Cancel button to return to the Receipt Inspection Deficiency Log (RIDL) page.

### 5.3.2 Report

Clicking the Report button displays the Receipt Inspection Deficiency Log (RIDL) Report shown in Figure 5.13. Close the browser window to close the report.

FOUO RECEIPT INSPECTION DEFICIENCY LOG(RIDL)				
1. MIR SERIAL NO	2. DOCUMENT NUMBER	3. NSN	4. CONTRACT NUMBER	5. MATERIAL LOCATION
15020-001X	R2D2	4444--		<a href="#">HERE</a>
6a. PRODUCT DESCRIPTION				
CAP				
6. ITEM NO	6a. DESCRIPTION OF CONDITION NAME-SHOP/CO/DATE-EXTENSION	7. RESOLUTION NAME-SHOP/CO/DATE-EXTENSION		
1	1. RECEIVED MATERIAL MAREED NICU  CONTRACT REQUIRES MATERIAL TO BE HF.  CERTIFICATIONS STATE MATERIAL IS CD.	Contract MID P00001 allowed the use of QQ-N-281D, Amend 2, Class B material. NAVSEA 0902-018-2010, section 9090-3-d and drawing 5007929 state NASM 17828 applies for these nuts. NASM 17828 requires Class B material be cold drawn.  Material received is acceptable, provided all other inspection attributes are satisfactory.		
	RPATT 133 02/06/2015 x5555	RPATT 133 02/06/2015 x5555		
2	A different condition			
	RPATT 133 01/29/2015 x5555			

**Figure 5.13**

### 5.3.3 RIDL Worklist

Click the RIDL Worklist button for a list of RIDL's associated with the RIM record. The RIMS RIDL Worklist is shown in Figure 5.14.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**RIMS RIDL Worklist**

REVISION: 0

Back Add RIDL

Rims Data

MIR SERIAL NO.: 15020-001  
 DESCRIPTION: CAP  
 DOC NUMBER: R2D2  
 NIB:  
 CONTRACT NUMBER:

Item Number	Condition Text	Originator	Condition Locked	Resolver	Resolution Locked	Closer	RIDL
1	Description of Condition	RPATT	Y				<a href="#">RIDL</a>
2	A different condition	RPATT	N				<a href="#">RIDL</a>

Figure 5.14

- a. Clicking the RIDL link in the worklist will open the Receipt Inspection Deficiency Log (RIDL) form shown in Figure 5.15.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**Receipt Inspection Deficiency Log (RIDL)**

Back Add/View Attachments Report RIDL Worklist Notify Individual

Rims Data

MIR SERIAL NO.: 15020-001  
 MATL LOCATION: HERE  
 DOC NUMBER: R2D2  
 DESCRIPTION: CAP  
 NIB:  
 PROJECT: SD DET - SAN DIEGO  
 CONTRACT NUMBER:  
 CAGE CODE: 57653  
 LOT/TRACE NUMBER: 1930

Who Has Next Action Search RIDLs

RIDL NO: 1

Condition

User who Saves or Locks Condition is responsible for content. SIGNED BY Name will be updated.

1. RECEIVED MATERIAL MARKED NICU  
 CONTRACT REQUIRES MATERIAL TO BE HF.  
 CERTIFICATIONS STATE MATERIAL IS CD.

CONDITION LOCKED:

Spell Check

ORIGINATOR  
 SIGNED BY: RPATT  
 CODE/SHOP: 133  
 DATE: 02/06/2015  
 EXT: 5555

INSP COMP: Yes COUNTERFEIT/FRAUD: No

Save Condition

Resolution

User who Saves or Locks Resolution is responsible for content. SIGNED BY Name will be updated.

Contract MOD P00001 allowed the use of QQ-N-281D, Amend 2, Class B material. NAVSEA 0902-018-2010, section 9090-3-B and drawing 5007928 state NASM 17028 applies for these nuts. NASM 17028 requires Class B material be cold drawn.

RESOLUTION LOCKED:  SHIPYARD CAUSED:

RESOLVER  
 SIGNED BY: RPATT  
 CODE/SHOP: 133  
 PRE-ENGINEERED:   
 PQR:   
 RIDL CATEGORY:   
 ATTRIBUTE:

DATE: 02/06/2015  
 EXT: 5555  
 ER NUMBER:   
 PQR NUMBER:

RIDL Metrics

Authorized Corrective Action(s) Complete

CLOSER  
 SIGNED BY:  
 CODE/SHOP:  
 DATE:  
 EXT:

Figure 5.15

- b. Clicking the Back button redirects back to the Material Inspection Record (Figure 3.28).

### 5.3.4 Notify Individual

The Notify Individual button displays the Receipt Inspection Record – Email Notice (Figure 5.16).

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	
Receipt Inspection Record - Email Notice			
Rims Data			
<b>MIR SERIAL NO.:</b> 14101-001 <b>DESCRIPTION:</b> CAP <b>NIN:</b>		<b>DOC NUMBER:</b> R2D2 <b>CONTRACT NUMBER:</b>	
Send To			
<b>Choose Action:</b>	133		
<b>Choose Email:</b>	PLAN, TEST		
Send Copy			
<b>Choose CC User:</b>	PLAN, TEST		
		<input type="button" value="Add CC"/>	
<b>Message:</b> (This message will appear in the email that is sent but will not be saved in the database)			
<pre> You are being individually notified that an electronic RIDL requires action. The RIDL package number is: 14101-001. Electronic RIDL's are being generated in the software application RIMS. Contact Code 133 for additional assistance.           </pre>			
		<input type="button" value="Send"/> <input type="button" value="Cancel"/>	

**Figure 5.16**

- a. To send a notice, select the appropriate code from the Choose Action dropdown list.
- b. Email addresses corresponding to that code will be able to be selected from the Choose Email dropdown list.
- c. Click the Send button to send the Notice
- d. Click the Cancel button to exit the screen without saving changes.

### 5.3.5 Who Has Next Action

The Who Has Next Action button was described in Section 5.1.

### 5.3.6 Search RIDLs

The Search RIDLs button opens the RIMS RIDL Search interface (Figure 5.17).

**Figure 5.17**

The RIMS RIDL Search functionality allows users to clone conditions and resolutions from an existing RIDL. Users can find existing RIDL’s based upon: DoDAAC, RIDL type, RIDL category, NIIN, FSC, Drawing or Part number, Attribute, RIDL Metric, Condition Text, or Resolution Text. Results will be returned for partial condition or resolution criteria.

Selections may be entered directly for NIIN, FSC, Drawing/Part No, Condition text or Resolution Text and selected from drop downs for DoDAAC, Type, Attribute or Method.

If the “All” or “Engineered” RIDL Type is selected, a selection must be made from one of the category options. No selection is required if RIDL Type “Other” is selected.

When all selections have been made, click the Search RIDLs button. A result set of options displays below (Figure 5.18).

To Clone the existing RIDL information, click on the MIR Number link for the selected result. The data from the existing MIR is copied into the RIDL from which the search was initiated.

MIR Number	Pre-Engineered	Condition Text	Resolution Text
<a href="#">N3904009299A01</a>		1. RECEIVED MATERIAL MARKED	Contract MOD P00001 allowed th
<a href="#">N39040C1003599</a>		1. CERTIFICATIONS STATE MATE	Per answer from Code 260A via
<a href="#">N3904009146A11</a>		JML AND CONTRACT CALLS FOR CLA	Per code 260, "Class A nad B a

**Figure 5.18**

Figure 5.19 Illustrates the RIDL to clone.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**Receipt Inspection Deficiency Log (RIDL)**

Rims Data

**MIR SERIAL NO.:** 14101-003  
**MAT'L LOCATION:** HERE  
**DOC NUMBER:** R2D2  
**DESCRIPTION:** CAP  
**NIN:**  
**PROJECT:** SAN DIEGO  
**CONTRACT NUMBER:**  
**CAGE CODE:** 57653  
**LOT/TRACE NUMBER:** I9J0

• Condition is required

**RIDL NO: 1**

Condition

User who Saves or Locks Condition is responsible for content. SIGNED BY Name will be updated.

**CONDITION LOCKED:**

**ORIGINATOR**  
**SIGNED BY:** RPATT  
**CODE/SHOP:**

**DATE:** 04/11/2014  
**EXT:** 5555

**INSP COMP:** Yes   
**COUNTERFEIT/FRAUD:** No

Resolution

User who Saves or Locks Resolution is responsible for content. SIGNED BY Name will be updated.

**RESOLUTION LOCKED:**       **SHIPYARD CAUSED:**

**RESOLVER**  
**SIGNED BY:**  
**CODE/SHOP:**

**DATE:**  
**EXT:**

**PRE-ENGINEERED:**       **ER NUMBER:**

**PQDR:**       **PQDR NUMBER:**

**RIDL CATEGORY:**   
**ATTRIBUTE:**

Authorized Corrective Action(s) Complete

**CLOSER**  
**SIGNED BY:**  
**CODE/SHOP:**

**DATE:**  
**EXT:**

Figure 5.19

The Condition and the Resolution must be copied separately. Once the MIR Number link has been clicked, the user is redirected from the RIMS RIDL Search page to the RIDL where the new info displays. The cloned information will only populate the fields that are not locked. If the Condition has not already been locked, the condition information will be cloned from the existing RIDL to the new RIDL. To accept the condition, click the Add Condition to RIDL button.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**RIMS RIDL Search**

RIDL Search Criteria

**RIDL Type(s):** OTHER  
**NIIN:** LL-DM1-1215  
**DRAWING NUMBER:**  
**ATTRIBUTE:**  
**CONDITION:**  
**RESOLUTION:**

**FSC:**  
**METRIC:**

Results

**DESCRIPTION:** NUT, SELF-LOCKING  
**RIDL Type(s):** RI  
**MIR SERIAL NO.:** C1003599  
**NIIN:** LL-DM1-1215  
**DRAWING NUMBER:** MS17828-16C  
**ATTRIBUTE:**

**FSC:** 5310  
**METRIC:**

Condition

1. CERTIFICATIONS STATE MATERIAL AS NICU, 405, CL B.

CONTRACT, ATTACHMENT 1, PARA C.3 REQUIRES NICU, CL A.

Resolution

Per answer from Code 260A via RTE 531.DG-162-07, " Request to provide nuts as Class B (GR 405) in lieu of Class A (GR 400) is acceptable for this end use application as allowed per NAVSEA 0902-018-2010 Rev 3 section 9090-3." [see attached]

**Figure 5.20**

The Condition is added, and the full RIDL data displays (Figure 5.21). Click the Save Condition button to save the condition.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**Receipt Inspection Deficiency Log (RIDL)**

[Back](#)    [Add/View Attachments](#)    [Report](#)    [RIDL Worklist](#)    [Notify Individual](#)

Rims Data

**MIR SERIAL NO.:** 14101-003  
**MAT'L LOCATION:** HERE  
**DOC NUMBER:** R2D2  
**DESCRIPTION:** CAP  
**NIN:**  
**PROJECT:** SAN DIEGO  
**CONTRACT NUMBER:**  
**CAGE CODE:** 57653  
**LOT/TRACE NUMBER:** I930

[Who Has Next Action](#)                      [Search RIDLs](#)

**RIDL NO: 1**

Condition

User who Saves or Locks Condition is responsible for content. SIGNED BY Name will be updated.

1. CERTIFICATIONS STATE MATERIAL AS NICU, 405, CL B.

CONTRACT, ATTACHMENT 1, PARA C.3 REQUIRES  
NICU, CL A.

**CONDITION LOCKED:**

[Spell Check](#)

**ORIGINATOR**  
**SIGNED BY:** RPATT                      **DATE:** 04/11/2014  
**CODE/SHOP:**                              **EXT:** 5555

**INSP COMP:**                       **COUNTERFEIT/FRAUD:**

[Save Condition](#)

Resolution

User who Saves or Locks Resolution is responsible for content. SIGNED BY Name will be updated.

**RESOLUTION LOCKED:**                       **SHIPYARD CAUSED:**

**RESOLVER**  
**SIGNED BY:**                              **DATE:**  
**CODE/SHOP:**                              **EXT:**

**PRE-ENGINEERED:**                       **ER NUMBER:**   
**PQDR:**                               **PQDR NUMBER:**

**RIDL CATEGORY:**   
**ATTRIBUTE:**

[RIDL Metrics](#)

Authorized Corrective Action(s) Complete

**CLOSER**  
**SIGNED BY:**                              **DATE:**  
**CODE/SHOP:**                              **EXT:**

**Figure 5.21**

The Back button may be used to return to the previous screen to change the Condition selection if desired.

To clone the Resolution information, click the Back button to return to the Search RIDL screen and select the RIDL to copy the Resolution information from. The same process described above, applies for the Resolution.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**RIMS RIDL Search**

Back

RIDL Search Criteria

**RIDL Type(s): OTHER**  
**NIIN: LL-DM1-1215**

**DRAWING NUMBER:**  
**ATTIRIBUTE:**  
**CONDITION:**  
**RESOLUTION:**

**FSC:**  
**METRIC:**

Results

**DESCRIPTION: NUT**  
**RIDL Type(s): RI**  
**MIR SERIAL NO.: 09299A01**  
**NIIN: LL-DM1-1215**

**DRAWING NUMBER:**  
**ATTRIBUTE:**

**FSC: 5310**  
**METRIC:**

Condition

Add Condition to RIDL

1. RECEIVED MATERIAL MARKED NICU

CONTRACT REQUIRES MATERIAL TO BE HF.

CERTIFICATIONS STATE MATERIAL IS CD.

Resolution

Add Resolution to RIDL

Contract MOD P00001 allowed the use of QQ-N-281D, Amend 2, Class B material. NAVSEA 0902-018-2010, section 9090-3-d and drawng 5007929 state NASM 17828 applies for these nuts. NASM 17828 requires Class B material be cold drawn.

**Figure 5.22**

Click the Add Resolution to RIDL button to accept the copied Resolution.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**Receipt Inspection Deficiency Log (RIDL)**

Rims Data

**MIR SERIAL NO.:** 14101-003  
**MAT'L LOCATION:** HERE  
**DOC NUMBER:** R2D2  
**DESCRIPTION:** CAP  
**NIN:**  
**PROJECT:** SAN DIEGO  
**CONTRACT NUMBER:**  
**CAGE CODE:** 57653  
**LOT/TRACE NUMBER:** 1910

**RIDL NO: 1**

Condition

User who Saves or Locks Condition is responsible for content. SIGNED BY Name will be updated.

1. CERTIFICATIONS STATE MATERIAL AS NICU, 405, CL B.

CONTRACT, ATTACHMENT 1, PARA C.3 REQUIRES NICU, CL A.

**CONDITION LOCKED:**

**ORIGINATOR**  
**SIGNED BY:** RPATT  
**CODE/SHOP:** 133

**DATE:** 01/30/2015  
**EXT:** 5555

**INSP COMP:** Yes   
**COUNTERFEIT/FRAUD:** No

Resolution

User who Saves or Locks Resolution is responsible for content. SIGNED BY Name will be updated.

Contract MOD P00001 allowed the use of QQ-N-281D, Amend 2, Class B material. NAVSEA 0902-018-2010, section 9090-3-d and drawing 5007929 state NASM 17828 applies for these nuts. NASM 17828 requires Class B material be cold drawn.

**RESOLUTION LOCKED:**       **SHIPYARD CAUSED:**

**RESOLVER**  
**SIGNED BY:**  
**CODE/SHOP:**  
**PQDR:**

**DATE:**  
**EXT:**  
**PQDR NUMBER:**   
**ER NUMBER:**

**PRE-ENGINEERED:**   
**RIDL CATEGORY:**   
**ATTRIBUTE:**

Authorized Corrective Action(s) Complete

**CLOSER**  
**SIGNED BY:**  
**CODE/SHOP:**

**DATE:**  
**EXT:**

**Figure 5.23**

Click the Save Resolution to accept the copied Resolution. Follow the instructions noted in 5.1, 5.4, and 5.2 for completing the RIDL.



<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**RIMS RIDL Metrics**

Back
Save

Rims Data

**MIR SERIAL NO.:** 14101-001  
**DOC NUMBER:** R2D2  
**DESCRIPTION:** CAP  
**MIN:**  
**PROJECT:** SAN DIEGO  
**CONTRACT NUMBER:**

**RIDL NO: 1**

Condition

Description of Condition

Resolution

resolved

RESP DOC:       RESP CODE:       METRIC DATE:

METRIC1:

METRIC2:

METRIC REMARKS:

Back
Save

**Figure 5.25**

- a. The Condition and Resolution data is auto populated from the RIDL and is un-editable on this form.
- b. Make a selection from the Responsible Document (Resp Doc) dropdown. Choices are: JML, MIF, N/A, RIDL, RIP, and TWD.
- c. Select a Responsibility Code (Resp Code) from the dropdown list and enter a Metric date either manually or utilizing the calendar function.

- d. Select an option from Metric 1, and if pertinent, from Metric 2. Available Metric options are illustrated in Figure 5.26

CORRECT DRAWING OR REVISION NOT SPECIFIED
CORRECT MARKING REQUIREMENTS NOT SPECIFIED
DEFICIENCY NOT REPORTED
DELETED REQUIREMENT FOR HYDRO TAGS
DRAWING REQUIRED TO PERFORM INSPECTION NOT AVAILABLE OR INITIALLY PROVIDED
IMPROVEMENT ITEM
INCORRECT CLEANLINESS LEVEL SPECIFIED
INCORRECT DRAWING/REV USED
INCORRECT NSN SPECIFIED
INCORRECT P/N SPECIFIED
INCORRECT QC LEVEL SPECIFIED
INCORRECT QUANTITY SPECIFIED
INCORRECT SAMPLE SIZE SPECIFIED
INCORRECT SIZE SPECIFIED
INCORRECT/INCOMPLETE MATERIAL SPECIFICATIONS
INSPECTION IMPROPERLY PERFORMED
INSPECTION INSTRUCTIONS INCORRECT OR INCOMPLETE
INSPECTION PROCEDURES NOT FOLLOWED
INSPECTOR DID NOT UNDERSTAND SCOPE OF INSPECTION ATTRIBUTES
MARKING INCORRECT
MATERIAL DAMAGED DURING INSPECTION
MATERIAL NOT READY FOR INSPECTION
NOT A REPORTABLE DEFICIENCY
POOR WORKMANSHIP
RIDL RESOLUTION INCORRECT OR INCOMPLETE
UNABLE TO PROPERLY INTERPRET VENDOR PLAN

**Figure 5.26**

- e. Enter remarks in the Metric Remarks field.
- f. Click the Save button to save the entered data.
- g. Click the Back button to return to the RIDL.

## 6 RIMS STANDALONE RIDLS

The RIMS Standalone RIDLS page is used when a formal inspection has not been done, i.e. there is not an existing MIR to associate a RIDL with.

Clicking the RIMS Standalone RIDLS tab displays the interface displayed in Figure 6.1.

RIMS Worklist | Create RIMS Record | RIMS RIDL Requiring Action | **RIMS Standalone RIDLS**

RIMS Search | RIMS Adhoc | RIMS Set Priority

**Receipt Inspection Deficiency Log (RIDL)**

Document Number Search | Correspondence SN Search

New RIDL Data

(M)RIMS STATUS: NEW RIDL

(M)MATL LEVEL CODE:

(M)DOCUMENT NUMBER:

MATL DESCRIPTION LIST:

(M)DESCRIPTION:

(M)PROJECT:

CONTRACT NO.:

NIIN:

MATL LOCATION:

CAGE CODE:

LOT/TRACE NO:

NEED BY:

PRIORITY 1:

PRIORITY 2:

PRIORITY 3:

CORRESPONDENCE SN:

QUANTITY REPORTED: | QUANTITY ACCEPTED: | QUANTITY REJECTED:

Save

Figure 6.1

Fields indicated with an (M) are required.

If the Correspondence SN is entered, Quantity fields must be completed. Once created and saved, the Standalone RIDL can be searched either by Document Number or Correspondence Number using the buttons at the top of the page.

To retrieve an existing Standalone RIDL enter either the Document Number or the Correspondence Number and click the corresponding button. The RIDL data will display in the web page.

## 7 RIMS SEARCH

Clicking the RIMS Search tab displays the RIMS – NIIN/Contract Search screen shown in Figure 7.1 . Sub tabs allow searching by: NIIN/Contract, Document/Project, Heat/Lot or Specification.

**RIMS - NIIN/Contract Search**

**Instructions**  
(M) denotes a mandatory field  
1. You must enter **Start Date**, **End Date** and at least one other field  
2. Correct format for date fields is **MM/DD/YYYY** or use Calendar.

(M) Date Type:  (M) Revision Type:  (M) DODAAC:   
(M) Start Date:  (M) End Date:  STATUS:   
Document No.:  Contract No.:  QA Level:   
CAGE Code:  Shipment No.:  Line Item No.:   
FSC:  NIIN:  SMIC:   
CALL:

Figure 7.1

### 7.1 RIMS – NIIN/Contract Search tab

Fields designated with a (M) are required in order to obtain search results. These fields are Data Type, Revision Type, DODAAC, Start Date and End Date. Enter additional parameters in the fields to further restrict the search results.

Date Type options include:

- ADDED DATE (default)
- CERT (Certificate) RECEIVED DATE
- MATL (Material) RECEIVED DATE
- SUPRVR (Supervisor) SIGNED DATE

Revision Type options include:

- Latest (default)
- 0
- All

When all of the desired criteria have been entered, click the Search tab to return results. A sample result set is displayed in Figure 7.2

[RIMS Worklist](#) | [Create RIMS Record](#) | [RIMS RIDL Requiring Action](#) | [RIMS Standalone RIDLS](#)  
[RIMS Search](#) | [RIMS Adhoc](#) | [RIMS Set Priority](#)

[NIIN/Contract Search](#) | [Document/Project Search](#) | [Heat/Lot Search](#) | [Specification Search](#)

**RIMS - NIIN/Contract Search**

**Instructions**  
**(M)** denotes a mandatory field  
 1. You must enter **Start Date**, **End Date** and at least one other field  
 2. Correct format for date fields is **MM/DD/YYYY** or use Calendar.

(M) Date Type:  (M) Revision Type:  (M) DODAAC:   
 (M) Start Date:  (M) End Date:  STATUS:   
 Document No.:  Contract No.:  QA Level:   
 CAGE Code:  Shipment No.:  Line Item No.:   
 FSC:  NIIN:  SMIC:   
 CALL:

Advanced RIMS Search Download: Click [here](#) to download data in Microsoft Excel format

MIR Number	Status	Contract Number	Call Number	Shipment Number	Cage	FSC	NIIN	SMIC	Added Date	Cert Recd Date	Mat Recd Date	Super Signed Date
	CANCEL								04/10/2014	04/10/2014		
<a href="#">14273001</a>	AWAITING INSP		ME	ALIENS	57653	4444			09/30/2014	09/30/2014	09/30/2014	
<a href="#">15026001</a>	AWAITING INSP		ME	ALIENS	57653	4444			01/28/2015	01/26/2015	01/26/2015	
<a href="#">14101003</a>	AWAITING INSP		ME	ALIENS	57653	4444			04/11/2014	04/11/2014	04/11/2014	
<a href="#">14106003</a>	AWAITING INSP		ME	ALIENS	57653	4444			04/11/2014	04/11/2014	04/11/2014	

Figure 7.2

Clicking an MIR number in the result set will open the Receipt Inspection Record for that MIR. An example of a locked RIM is displayed in Figure 7.3.

[RIMS Worklist](#) | [Create RIMS Record](#) | [RIMS RIDL Requiring Action](#) | [RIMS Standalone RIDLS](#)  
[RIMS Search](#) | [RIMS Adhoc](#) | [RIMS Set Priority](#)

**Receipt Inspection Record - Record Locked**

REVISION

|  |  |  |  |  |

DODAAC: TPLAN0      RIMS SERIAL NO.: 00000041  
 (1)MATL DESIG: ENK      MIR SERIAL NO.: 14150-004  
 ADDED DATE: 05/30/2014      (4)MATL RECEIVED DATE: 05/30/2014      CERT RECD DATE: 05/30/2014      (4)CERT COMP DATE: 05/30/2014  
 (6)MATL CODE: QA 1      (19)MATL SOURCE: OTHER      MATL LOCATION: HERE  
 (7)DOC. NO.: R2D2      (11a)JOB ORDER: 01-234-56789      (11b)KEY OP: ABC  
 (8a)CONTRACT NO.:      (8b)CALL: ME      (9)ITEM: IS SUSPECT      (12)PROJECT: SAN DIEGO  
 (5)CONTRACT DEL DATE: 05/30/2014      (29)DCMA ACTIVITY: N45112      PRIORITY: S      SHIPMENT: ALIENS  
 (15)CONTRACTOR CAGE: 57653      NEED BY: 05/30/2014      1  
 CONTRACTOR NAME: SAFARILAND LLC      B

(13a)COG:      (13b)FSC: 4444      (13c)NIIN:      (13d)SMIC:  
 NSN:      L1:       DSS/SOC:       CSM:       FBW/SFCC:

(14a)MATL DESCRIPTION: CAP      (10a)UNITS REC'D: 10      (10b)UNIT OF ISSUE: EA  
 (14b)DESCRIPTION: TEST      (24)MFG SPEC/REV: C3D4  
 (20)VALUE REC'D: \$100      (26)LOT/TRACE NO: 1990      (25)DWG/PART NO: E5F6  
 (23)MATL SPEC/REV: A2B2      (17)MFG CAGE: 03953      (28)LOT SIZE: 10  
 (22)MILL HEAT NO: G7H8      MFG NAME: BOEING CO THE  
 (17)MFG CAGE: 03953      ACTION: X11      (27a)INSP PROC/REV NO: PNS PI-500U      RECORD LOCKED:   
 STATUS: CANCEL      (27c)ENCL/SECT: 13  
 INSPECTOR: TPLAN      (2a)PRECERT MIC/RFI SERIAL NO.:

(46)REMARKS: QA level incorrect, JML changed to QA-4, material returned to supply. Record is Cancelled

Figure 7.3

## 7.2 Document/Project Search

The RIMS – Document/Project Search tab is shown in Figure 7.4 below.

**RIMS - Document/Project Search**

**Instructions**  
**(M) denotes a mandatory field**  
 1. You must enter **Start Date, End Date** and at least one other field  
 2. Correct format for date fields is **MM/DD/YYYY** or use Calendar.

(M) Date Type:  (M) Revision Type:  (M) DODAAC:   
 (M) Start Date:  (M) End Date:  STATUS:   
 Document No.:  Project:  QA Level:   
 Job Order:  Key Op:  DWG No.:

**Figure 7.4**

Functionality on the Document/Project Search tab is similar to the functionality of the NIIN/Contract Search tab. Fields designated with a (M) are required in order to obtain search results. These fields are Data Type, Revision Type, DoDAAC, Start Date and End Date. Additionally, at least one of the following fields must be entered: Document No., Project, QA Level, Job Order, Key Op, or Dwg No. Enter additional parameters in the fields to further restrict the search results.

When all of the desired criteria have been entered, click the Search tab to return results. A sample result set is displayed in Figure 7.5.

**RIMS - Document/Project Search**

**Instructions**  
**(M) denotes a mandatory field**  
 1. You must enter **Start Date, End Date** and at least one other field  
 2. Correct format for date fields is **MM/DD/YYYY** or use Calendar.

(M) Date Type:  (M) Revision Type:  (M) DODAAC:   
 (M) Start Date:  (M) End Date:  STATUS:   
 Document No.:  Project:  QA Level:   
 Job Order:  Key Op:  DWG No.:

Advanced RIMS Search Download: Click [here](#) to download data in Microsoft Excel format

MIR Number	Revision	Status	QA Level	Document Number	Job Order	Key Op	Added Date	Cert Recd Date	Mat Recd Date	Super Signed Date
<a href="#">14100X01</a>	0	AWAITING INSP	QA 2	R2D2	0123456789	ABC	04/10/2014		04/10/2014	

**Figure 7.5**

Clicking an MIR number in the result set will open the Receipt Inspection Record for that MIR. An example of a locked RIM is displayed in Figure 7.3.

### 7.3 Heat/Lot Search

The RIMS – Heat/Lot Search tab is shown in Figure 7.6 below.

**RIMS - HEAT/Lot Search**

**Instructions**  
 1. You must enter **Start Date**, **End Date** and at least one other field  
 2. Correct format for date fields is **MM/DD/YYYY** or use Calendar.

(M) Date Type:  (M)DODAAC:   
 (M) Start Date:  (M) End Date:   
 Heat/Lot#:

**Figure 7.6**

Functionality on the Heat/Lot Search tab is similar to the functionality of the NIIN/Contract Search tab. Fields designated with a (M) are required. These fields are Data Type, DoDAAC, Start Date and End Date. Additionally, criteria must be entered into the Heat/Lot field to return results.

When the desired criteria have been entered, click the Search tab to return results. A sample result set is displayed in Figure 7.7.

**RIMS - HEAT/Lot Search**

**Instructions**  
 1. You must enter **Start Date**, **End Date** and at least one other field  
 2. Correct format for date fields is **MM/DD/YYYY** or use Calendar.

(M) Date Type:  (M)DODAAC:   
 (M) Start Date:  (M) End Date:   
 Heat/Lot#:

Advanced RIMS Search Download: Click [here](#) to download data in Microsoft Excel format

MIR Number	Status	Desc(Main)	Desc(Cont)	Heat#(Main)	Lot#(Main)	Heat#(Cont)	Lot#(Cont)
<a href="#">14093001</a>	AWAITING INSP	CAP		G7H8	I9J0		
<a href="#">14097001</a>	AWAITING INSP	CAP		G7H8	I9J0		
<a href="#">14097002</a>	LAB TEST	CAP		G7H8	I9J0		
<a href="#">14100001</a>	AWAITING INSP	CAP		G7H8	I9J0		
<a href="#">14100X01</a>	AWAITING INSP	CAP		G7H8	I9J0		
<a href="#">14101001</a>	RFPATR	CAP		G7H8	I9J0		

**Figure 7.7**

Clicking an MIR number in the result set will open the Receipt Inspection Record for that MIR.

## 7.4 Specification Search

The RIMS – Specification Search tab is shown in Figure 7.6 below.

[RIMS Worklist](#) | [Create RIMS Record](#) | [RIMS RIDL Requiring Action](#) | [RIMS Standalone RIDLS](#)

**RIMS Search** | [RIMS Adhoc](#) | [RIMS Set Priority](#)

[NIIN/Contract Search](#) | [Document/Project Search](#) | [Heat/Lot Search](#) | **Specification Search**

**RIMS - Specification Search**

**Instructions**  
 1. You must enter **Start Date**, **End Date** and at least one other field  
 2. Correct format for date fields is **MM/DD/YYYY** or use Calendar.

(M) Date Type:  (M)DODAAC:

(M) Start Date:  (M) End Date:

Material/Manufacturing Specification:

**Figure 7.8**

Functionality on the Specification Search tab is similar to the functionality of the NIIN/Contract Search tab. Fields designated with a (M) are required. These fields are Data Type, DoDAAC, Start Date and End Date. Additionally, criteria must be entered into the Material/Manufacturing Specification field to return results.

When the desired criteria have been entered, click the Search button to return results. A sample result set is displayed in Figure 7.7.

[RIMS Worklist](#) | [Create RIMS Record](#) | [RIMS RIDL Requiring Action](#) | [RIMS Standalone RIDLS](#)

**RIMS Search** | [RIMS Adhoc](#) | [RIMS Set Priority](#)

[NIIN/Contract Search](#) | [Document/Project Search](#) | [Heat/Lot Search](#) | **Specification Search**

**RIMS - Specification Search**

**Instructions**  
 1. You must enter **Start Date**, **End Date** and at least one other field  
 2. Correct format for date fields is **MM/DD/YYYY** or use Calendar.

(M) Date Type:  (M)DODAAC:

(M) Start Date:  (M) End Date:

Material/Manufacturing Specification:

Advanced RIMS Search Download: Click [here](#) to download data in Microsoft Excel format

MIR Number	Status	Desc(Main)	Matl Spec(Main)	Manf Spec(Main)	Desc(Lab)	Matl Spec(Lab)
<a href="#">14100001</a>	AWAITING INSP	CAP	A2B2	C3D4		
<a href="#">14101001</a>	REPAIR	CAP	A2B2	C3D4		
<a href="#">14101002</a>	CANCEL	CAP	A2B2	C3D4		
<a href="#">14101003</a>	AWAITING INSP	CAP	A2B2	C3D4		
<a href="#">14101004</a>	PARTIAL REJECT	CAP	A2B2	C3D4		

**Figure 7.9**

Clicking an MIR number in the result set will open the Receipt Inspection Record for that MIR.

## 8 RIMS AD HOC

To access the RIMS Ad hoc report, click the RIMS Ad hoc tab in the RIMS module. Figure 8.1 illustrates the default display of the RIMS AD HOC Report interface. Instructions on the screen provide additional direction for using the interface for query development.

The screenshot shows the 'RIMS AD-HOC REPORT' interface. At the top, there are navigation tabs: 'RIMS Worklist', 'Create RIMS Record', 'RIMS RIDL Requiring Action', 'RIMS Standalone RIDLS', 'RIMS Search', 'RIMS Adhoc', and 'RIMS Set Priority'. The 'RIMS Adhoc' tab is selected. Below the tabs, the title 'RIMS AD-HOC REPORT' is displayed. The main content area contains 'Instructions' for using and creating ADHOC reports. At the bottom, there is a 'Get Row Count' checkbox, a 'Data Record' dropdown set to 'RECEIPT INSPECTION MANAGEMENT REPORT', a 'Set maximum rowcount' input field with '10000' and '(Maximum size : 10,000)', and a 'Get Data Elements' button.

Figure 8.1

### 8.1 To Create a RIMS Ad Hoc Query

- Click the Get Data Elements button for a list of Receipt Inspection Management related fields from which to select the query elements. The resulting screen is illustrated in Figure 8.2

This screenshot shows the 'RIMS AD-HOC REPORT' interface after clicking the 'Get Data Elements' button. The 'Instructions' section is still visible. Below it, the 'Get Row Count' checkbox and 'Data Record' dropdown are present. The 'Set maximum rowcount' input field is set to '10000'. The 'Select Columns' section features a list of data elements: Action, Added Date, Added User Code, CAGE Code, Call Number, Cert Package Completed Date, Cert Package Received Date, Company Name, Cont Sht Heat Number, and Cont Sht Item Description. There are 'Add Columns' and 'Delete Columns' buttons next to this list. The 'Selected Data Elements' section is currently empty, displaying 'No columns selected'. At the bottom, there is a 'Data Element' dropdown and an 'Add Where' button.

Figure 8.2

- b. Add the desired elements to the query by highlighting an element in the Data Elements list and clicking the Add Columns button to move the element to the Selected Data Elements list on the right
- c. To select more than one element, hold down the Control key while selecting non-contiguous elements or the Shift key to select contiguous elements
- d. To remove an item from the Selected Data Elements list, highlight the item to remove and click the Delete Columns button
- e. To move a Selected Data Element up or down in the list, highlight the element to move by clicking it, and click the up or down arrows to the right of the list to move it to the desired location

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<b>RIMS Adhoc</b>	<a href="#">RIMS Set Priority</a>	

**RIMS AD-HOC REPORT**

**Instructions**  
 To use a previously saved ADHOC report:  
 1. Select ADHOC from **My Existing ADHOC**  
 2. Click **Open Report** button  
 3. To delete previously saved ADHOC select **Manage my ADHOC** button

Please follow these steps to create new ADHOC Report:  
 1. Select a 'Data Record' and click **Get Data Element**  
 2. Select one or more 'Data Elements'  
 3. Click **Add Columns>>** and/or **<< Delete Columns** to set the 'Selected Data Elements' List  
 4. Select 'Data Element' and click **Add Where** to set the where condition(s)  
 5. Enter the 'Expression' and 'Value' in the Where clause  
 6. To add more than one where condition select a 'Logical Expression'  
 7. Click on **RUN QUERY**

**Get Row Count:**

**Data Record:** RECEIPT INSPECTION MANAGEMENT REPORT

**Set maximum rowcount:**  (Maximum size : 10,000)

Select Columns:	Data Elements	Selected Data Elements
	<ul style="list-style-type: none"> <li>Action</li> <li>Added User Code</li> <li>CAGE Code</li> <li>Call Number</li> <li>Cert Package Completed Date</li> <li>Cert Package Received Date</li> <li>Company Name</li> <li>Cont Sht Heat Number</li> <li>Cont Sht Item Description</li> <li>Cont Sht Level I Number</li> </ul>	<ul style="list-style-type: none"> <li>RIMS Serial Number</li> <li>Added Date</li> <li>Document Number</li> <li>Contract Number</li> <li>RIMS Status</li> <li>Serial Number</li> </ul>
	<input type="button" value="Add Columns"/> <input type="button" value="Delete Columns"/>	<input type="button" value="▲"/> <input type="button" value="▼"/>

**Data Element:**

**Figure 8.3**

- f. Refine the search by adding “Where” criteria
- g. The elements that have been added to the Selected Data Elements list also populate the Data Element list for the Where clause. Choose one of these elements for the primary query restriction criteria

- h. Click the Add Where button
- i. The criteria builder displays (Figure 8.4)

**Instructions**  
 To use a previously saved ADHOC report:  
 1. Select ADHOC from **My Existing ADHOC**  
 2. Click **Open Report** button  
 3. To delete previously saved ADHOC select **Manage my ADHOC** button

Please follow these steps to create new ADHOC Report:  
 1. Select a 'Data Record' and click **Get Data Element**  
 2. Select one or more 'Data Elements'  
 3. Click **Add Columns>>** and/or **<< Delete Columns** to set the 'Selected Data Elements' List  
 4. Select 'Data Element' and click **Add Where** to set the where condition(s)  
 5. Enter the 'Expression' and 'Value' in the Where clause  
 6. To add more than one where condition select a 'Logical Expression'  
 7. Click on **RUN QUERY**

Get Row Count:

Data Record: RECEIPT INSPECTION MANAGEMENT REPORT Get Data Elements

Set maximum rowcount: 10000 (Maximum size : 10,000)

Select Columns: **Data Elements** **Selected Data Elements**

Action  
 Added User Code  
 CAGE Code  
 Call Number  
 Cert Package Completed Date  
 Cert Package Received Date  
 Company Name  
 Cont Sht Heat Number  
 Cont Sht Item Description  
 Cont Sht Level I Number

Add Columns Delete Columns

RIMS Serial Number  
 Added Date  
 Document Number  
 Contract Number  
 RIMS Status  
 Serial Number

Data Element: RIMS Serial Number Add Where

Data Element	Data Type	Expression	(M) Value	Logical Expression	Delete
RIMS Serial Number	CHAR(8)	=		- Select -	<input type="checkbox"/>

Run Query Reset

Examples of where condition for different expressions  
 1. For **Date Expressions** with **BETWEEN** operator Expression should be: **DD-MMM-YY AND DD-MMM-YY**  
 where DD = day (01,02...), MMM = Month (JAN,FEB...) and YY = year (00,01,02...)  
 2. For **IN and NOT IN** Operator, Expression should be: **XXXXX, XXXXX**  
 where XXXXX is any number or character  
 3. For **LIKE and NOT LIKE** Operator, Expression should be: **%XXXXX% or XXXX%**  
 where XXXXX is any number or character and the % is used as a wildcard

Figure 8.4

- j. Continue adding query criteria using the same methodology. Value formats should conform with the following criteria
  1. For date expressions, expression should be: DD-MMM-YY AND DD-MMM-YY where DD = day (01, 02...), MMM = Month (JAN, FEB...) and YY = year (00, 01, 02...)
  2. For IN and NOT IN operator, expression should be: XXXXX, XXXXX where XXXXX is any number or character
  3. For LIKE and NOT LIKE operator, expression should be: %XXXXX% or XXXX% where XXXXX is any number or character and the % is used as a wildcard

- k. For each criteria entered (except for the very last one), a Logical Expression “AND” or “OR” must be selected
- l. To delete a criteria line item, click the checkbox to the right of the desired element and click the Delete button at the top of the column. Each item where the checkbox has been checked will be removed from the criteria builder
- m. To clear the selections and start over, click the Reset button

**RIMS AD-HOC REPORT**

**Instructions**  
 To use a previously saved ADHOC report:  
 1. Select ADHOC from **My Existing ADHOC**  
 2. Click **Open Report** button  
 3. To delete previously saved ADHOC select **Manage my ADHOC** button

Please follow these steps to create new ADHOC Report:  
 1. Select a 'Data Record' and click **Get Data Element**  
 2. Select one or more 'Data Elements'  
 3. Click **Add Columns>>** and/or << **Delete Columns** to set the 'Selected Data Elements' List  
 4. Select 'Data Element' and click **Add Where** to set the where condition(s)  
 5. Enter the 'Expression' and 'Value' in the Where clause  
 6. To add more then one where condition select a 'Logical Expression'  
 7. Click on **RUN QUERY**

**Get Row Count:**

**Data Record:** RECEIPT INSPECTION MANAGEMENT REPORT Get Data Elements

**Set maximum rowcount:**  (Maximum size : 10,000)

**Select Columns:**

Action  
 Added User Code  
 CAGE Code  
 Call Number  
 Cert Package Completed Date  
 Cert Package Received Date  
 Cont Sht Heat Number  
 Cont Sht Item Description  
 Cont Sht Level I Number  
 Cont Sht Material Designator

Add Columns  
Delete Columns

**Selected Data Elements**

RIMS Serial Number  
 Added Date  
 Document Number  
 Contract Number  
 RIMS Status  
 Serial Number  
 Company Name

^  
v

**Data Element:**  Add Where

Data Element	Data Type	Expression	(M) Value	Logical Expression	Delete
RIMS Serial Number	CHAR(8)	IS NOT NULL		AND	<input type="checkbox"/>
Document Number	CHAR(20)	IS NOT NULL		AND	<input type="checkbox"/>
Added Date	DD-MMM-YY	>	01-JUN-14	- Select -	<input type="checkbox"/>

Run Query    Reset

Examples of where condition for different expressions  
 1. For **Date Expressions** with **BETWEEN** operator Expression should be: **DD-MMM-YY AND DD-MMM-YY**  
 where DD = day (01,02..), MMM = Month (JAN,FEB..) and YY = year (00,01,02..)  
 2. For **IN and NOT IN** Operator, Expression should be: **XXXXX, XXXXX**  
 where XXXXX is any number or character  
 3. For **LIKE and NOT LIKE** Operator, Expression should be: **%XXXX% or XXXX%**  
 where XXXXX is any number or character and the % is used as a wildcard

**Figure 8.5**

- n. To ensure the result set will not return an excessive number of results, it is often good practice to obtain a row count before actually running the query. Do this by clicking the Row Count check-box and clicking the Run Query button. The Row Count results are displayed in Figure 8.6. In this example, the number of rows returned by the query (ROW COUNT) is 358.



d. Click the Run Query button. A sample of the result set is shown in Figure 8.8.

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	

**ADHOC Query Result**

Row Count : 10

Data Download: [Click here](#) to download data in Microsoft Excel format

[Click here](#) to add this report to a scheduler

**Receipt Inspection Management System - Record**

RIMS Serial Number	Added Date	Document Number	Contract Number	RIMS Status	Serial Number	Company Name
00018415	06/02/2014	2310C881	SPMYM413M0219	QAS/ENG REVIEW	14153002	DRESSER RAND CO
00018416	06/03/2014	40240100	SPMYM414M0412	ACCEPTED	14156P01	HARDWARE SPECIALTY CO INC
00018417	06/03/2014	3224E859	SPMYM413M1102	ACCEPTED	14161P01	DIALOGIC CORP
00018418	06/03/2014	3224E857	SPMYM413M1102	ACCEPTED	14160P01	DIALOGIC CORP
00018436	06/03/2014	4153E105-0-2		AWAITING INSP		
00018437	06/03/2014	4153E104		AWAITING INSP		
00018419	06/03/2014	4111C850	SPE5E414V3021	ACCEPTED	14154P10	NAVSUP STOCK PROGRAM
00018420	06/03/2014	41473653	SPM5M311M1167	RIDL	14154P11	NAVSUP STOCK PROGRAM
00018421	06/03/2014	41470242	N0010400PFF30	ACCEPTED	14160006	NAVSUP STOCK PROGRAM
00018422	06/03/2014	41263527	N0010485MQM45	IN-PROCESS	14162002	NAVSUP STOCK PROGRAM

Row Count : 10

Data Download: [Click here](#) to download data in Microsoft Excel format

[Click here](#) to add this report to a scheduler

**Executed Query**

```

SELECT RIMS_MIR.RIMS_SERIAL_NUMBER AS "RIMS Serial Number" , TO_CHAR(RIMS_MIR.ADDED_DATE, 'DD-MON-YY') AS "Added Date" , RIMS_MIR.DOCUMENT_NUMBER AS "Document Number" ,
RIMS_MIR.CONTRACT_NUMBER AS "Contract Number" , RIMS_MIR.RIMS_STATUS AS "RIMS Status" ,
RIMS_MIR.SERIAL_NUMBER AS "Serial Number" , REFCAG.COMPANY_NAME1 AS "Company Name" FROM
REFCAG , RIMS MIR WHERE (ROWNUM < 11) AND RIMS MIR.MATERIAL LEVEL CODE IN (1, 2, 3) AND

```

**Figure 8.8**

- e. If the query did not return the desired results, it can be modified by returning to the query builder, and adding or deleting data elements or modifying the restrictive criteria and re-run again
- f. The Print button opens the standard Microsoft Print dialog. This will send a copy of the page showing in the interface to the selected printer
- g. Click the Back button to return to the RIMS AD HOC Report page.

## 8.2.2 Download the Result Set to a Microsoft Excel File

From the ADHOC Query Result screen, the result record set can be downloaded into Microsoft Excel.

- a. Click the “here” link associated with the Data Download line (Figure 8.9).

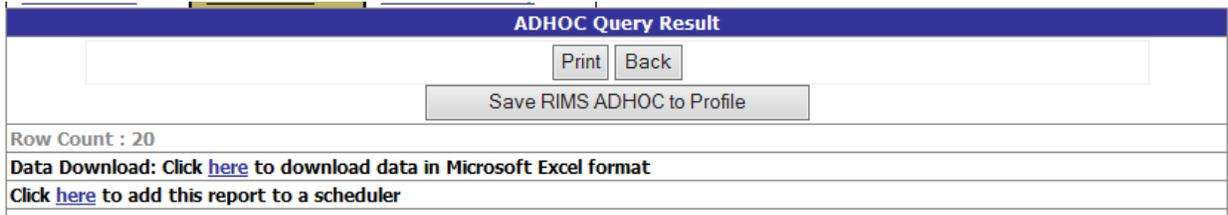


Figure 8.9

- b. The dialog shown in Figure 8.10 will display

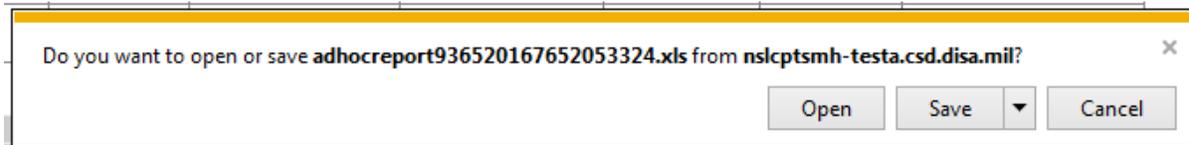


Figure 8.10

- c. Clicking open will open an Excel spreadsheet that displays the query result set (Figure 8.11).
- d. Save options are available by clicking the down arrow associated with the Save button.

	A	B	C	D	E	F	G
	RIMS Serial Number	Added Date	Document Number	Contract Number	RIMS Status	Serial Number	Company Name
1							
2	00018415	02-JUN-14	2310C881	SPMYM413M0219	QAS/ENG REVIEW	14153002	DRESSER RAND CO HARDWARE
3	00018416	03-JUN-14	40240100	SPMYM414M0412	ACCEPTED	14156P01	SPECIALTY CO INC
4	00018417	03-JUN-14	3224E859	SPMYM413M1102	ACCEPTED	14161P01	DIALOGIC CORP
5	00018418	03-JUN-14	3224E857	SPMYM413M1102	ACCEPTED	14160P01	DIALOGIC CORP
6	00018436	03-JUN-14	4153E105-0-2		AWAITING INSP		
7	00018437	03-JUN-14	4153E104		AWAITING INSP		
8	00018419	03-JUN-14	4111C850	SPE5E414V3021	ACCEPTED	14154P10	NAVSUP STOCK PROGRAM
9	00018420	03-JUN-14	41473653	SPM5M311M1167	RIDL	14154P11	NAVSUP STOCK PROGRAM
10	00018421	03-JUN-14	41470242	N0010400PFF30	ACCEPTED	14160006	NAVSUP STOCK PROGRAM
11	00018422	03-JUN-14	41263527	N0010485MQM45	IN-PROCESS	14162002	NAVSUP STOCK PROGRAM
12	00018423	03-JUN-14	41470241-0-A	N0010400PFF30	ACCEPTED	14160005	NAVSUP STOCK PROGRAM

Figure 8.11

### 8.2.3 Add the Report to a Scheduler

Adding a report to the scheduler will cause a Microsoft Excel spreadsheet containing the result set to be emailed to the defined recipient(s) at specified intervals as defined by the person creating the report. To define this scheduled report, follow the steps below. Instructions regarding the Ad-hoc report are also provided at the top of the interface.

- a. From the ADHOC Query Result page, click the [here](#) link associated with the add report to a scheduler line (Figure 8.12).

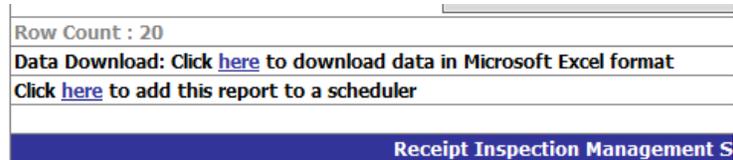
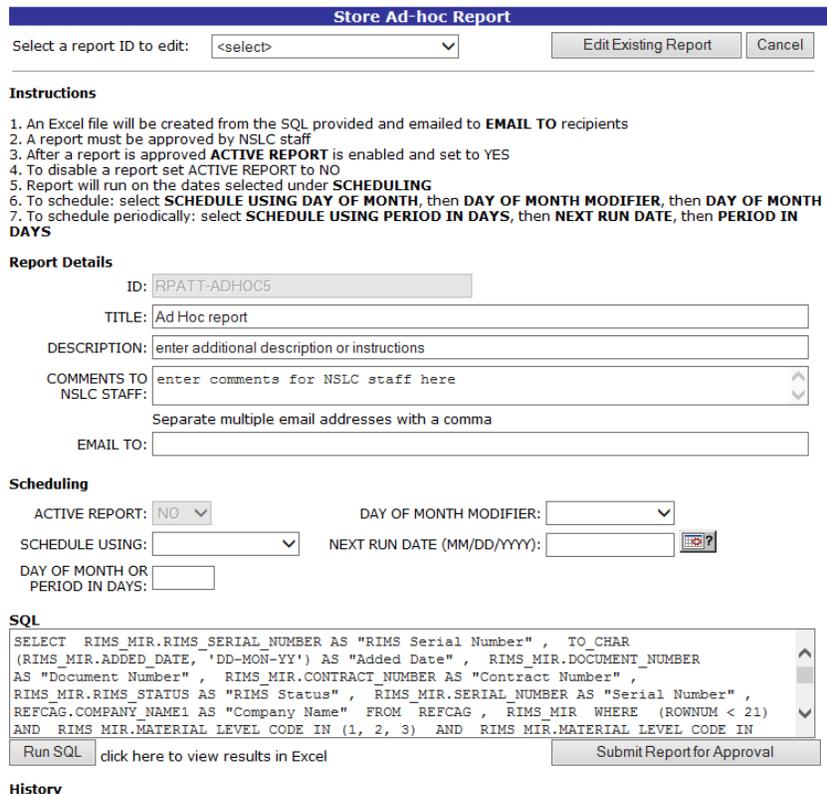


Figure 8.12

#### Note:

**This link only appears for users with access privileges to create and submit scheduled reports. If the link is missing, call the Customer Support Desk to request access to the link.**

- b. The Store Ad-hoc Report displays (Figure 8.13).



The screenshot shows the "Store Ad-hoc Report" form. It includes a dropdown for "Select a report ID to edit:" with a "<select>" value, and buttons for "Edit Existing Report" and "Cancel". Below this are "Instructions" and "Report Details" sections. The "Report Details" section has fields for "ID:" (RPATT-ADHOC5), "TITLE:" (Ad Hoc report), "DESCRIPTION:" (enter additional description or instructions), "COMMENTS TO NSLC STAFF:" (enter comments for NSLC staff here), and "EMAIL TO:". The "Scheduling" section has fields for "ACTIVE REPORT:" (NO), "DAY OF MONTH MODIFIER:", "SCHEDULE USING:", "NEXT RUN DATE (MM/DD/YYYY):", "DAY OF MONTH OR PERIOD IN DAYS:", and "SQL". The "SQL" field contains a query: "SELECT RIMS\_MIR.RIMS\_SERIAL\_NUMBER AS 'RIMS Serial Number', TO\_CHAR (RIMS\_MIR.ADDED\_DATE, 'DD-MON-YY') AS 'Added Date', RIMS\_MIR.DOCUMENT\_NUMBER AS 'Document Number', RIMS\_MIR.CONTRACT\_NUMBER AS 'Contract Number', RIMS\_MIR.RIMS\_STATUS AS 'RIMS Status', RIMS\_MIR.SERIAL\_NUMBER AS 'Serial Number', REFCAG.COMPANY\_NAME1 AS 'Company Name' FROM REFCAG, RIMS\_MIR WHERE (ROWNUM < 21) AND RIMS\_MIR.MATERIAL\_LEVEL\_CODE IN (1, 2, 3) AND RIMS\_MIR.MATERIAL\_LEVEL\_CODE IN". Below the SQL field are buttons for "Run SQL" and "Submit Report for Approval".

Figure 8.13

- c. The query built in the previous screen is automatically populated into the SQL field by the application. The field is not editable
- d. The ID of the report defaults to a user's ID and a sequential Ad-hoc number and is not editable
- e. The Title defaults to "Ad Hoc report" and this field is editable. Accept the default or modify as desired
- f. The Description field defaults to instructions "enter additional description or instructions". This must be manually over-written or deleted, or it will display in the report
- g. The "Comments to NSLC Staff" field defaults in a similar manner. "Enter comments for NSLC staff here" must be manually deleted or over-written or it will display in the report. Include special requirements or report requirements that will need to be reviewed or modified prior to the activation of the report. For example: the report needs to be executed quarterly; executed on calendar year or fiscal year basis; or executed on a rotating 12 month schedule
- h. Enter the contact email address in the "Email To" field. More than one address may be entered. Separate multiple addresses with a comma
- i. Complete the selections in the Scheduling section as needed
- j. Active Report: the report being saved will default to no and is not editable by the user. This field will be changed to yes after review and approval by NSLC staff.
- k. Schedule using: choose the day of month or period in days you are requesting the report to be executed.
- l. To Schedule a monthly or quarterly report: select SCHEDULE USING- DAY OF MONTH, then DAY OF MONTH MODIFIER (choices are monthly, quarterly or semiannual), then DAY OF MONTH- enter day you want the report executed.
- m. To Schedule a report: execution for a period other than monthly or quarterly, select SCHEDULE USING- PERIOD IN DAYS, then NEXT RUN DATE (enter calendar date), then PERIOD IN DAYS- enter how often the report should be executed. (e.g., if you enter 5 the report will run every 5 days.)
- n. If you would like to verify results before submitting the report to the scheduler, click the Run SQL button and click the "click here" link to view results in Excel.
- o. When satisfied with the result set and the Report Detail and Scheduling entries, click the Submit Report for Approval button. If sufficient scheduling options have not been selected, the submit will not be successful and an error message will display at the top of the form.

**Store Ad-hoc Report**

Select a report ID to edit:

---

• **REPORT SCHEDULING ERROR: SCHEDULE USING is required**

**Instructions**

1. An Excel file will be created from the SQL provided and emailed to **EMAIL TO** recipients
2. A report must be approved by NSLC staff
3. After a report is approved **ACTIVE REPORT** is enabled and set to YES
4. To disable a report set ACTIVE REPORT to NO
5. Report will run on the dates selected under **SCHEDULING**
6. To schedule: select **SCHEDULE USING DAY OF MONTH**, then **DAY OF MONTH MODIFIER**, then **DAY OF MONTH**
7. To schedule periodically: select **SCHEDULE USING PERIOD IN DAYS**, then **NEXT RUN DATE**, then **PERIOD IN DAYS**

**Report Details**

ID:

TITLE:

DESCRIPTION:

COMMENTS TO NSLC STAFF:

Separate multiple email addresses with a comma

EMAIL TO:

**Scheduling**

ACTIVE REPORT:  DAY OF MONTH MODIFIER:

**Figure 8.14**

- p. After the Submit Report for Approval button has been clicked, a message will display indicating the report has been submitted to NSLC staff for approval. An email is automatically sent with this selection to NSLC staff with notification of a new report request. You will be notified when the report has been accepted.
- q. Your report will be activated after it's reviewed and approved by PDREP administrators. If there are any problems with the report, you'll be contacted, so any issues can be resolved.

**Store Ad-hoc Report**

Select a report ID to edit:

---

• **Report has been submitted to NSLC staff for approval**

**Instructions**

1. An Excel file will be created from the SQL provided and emailed to **EMAIL TO** recipients
2. A report must be approved by NSLC staff
3. After a report is approved **ACTIVE REPORT** is enabled and set to YES
4. To disable a report set ACTIVE REPORT to NO
5. Report will run on the dates selected under **SCHEDULING**
6. To schedule: select **SCHEDULE USING DAY OF MONTH**, then **DAY OF MONTH MODIFIER**, then **DAY OF MONTH**
7. To schedule periodically: select **SCHEDULE USING PERIOD IN DAYS**, then **NEXT RUN DATE**, then **PERIOD IN DAYS**

**Report Details**

ID:

**Figure 8.15**

- r. Existing Reports may be edited and submitted by making a selection from the Select Report ID to Edit list at the top of the page.

**Store Ad-hoc Report**

Select a report ID to edit:

**Instructions**

1. An Excel file will be created from the SQL provided and emailed to **EMAIL TO** recipients
2. A report must be approved by NSLC staff
3. After a report is approved **ACTIVE REPORT** is enabled and set to YES
4. To disable a report set ACTIVE REPORT to NO
5. Report will run on the dates selected under **SCHEDULING**
6. To schedule: select **SCHEDULE USING DAY OF MONTH**, then **DAY OF MONTH MODIFIER**, then **DAY OF MONTH**
7. To schedule periodically: select **SCHEDULE USING PERIOD IN DAYS**, then **NEXT RUN DATE**, then **PERIOD IN DAYS**

**Report Details**

ID:

**Figure 8.16**

- s. Once a report has been selected, click the Edit Existing Report button.
- t. The Store Ad-hoc Report page will repopulate with the selected report parameters.
- u. The Cancel button redirects to the RIMS AD-Hoc Report page

**8.2.4 Save RIMS Ad hoc to Profile**

- a. To save the ad hoc to the user profile, click the Save RIMS ADHOC to Profile button (Figure 8.17).

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<a href="#">RIMS Set Priority</a>	
<b>ADHOC Query Result</b>			
<input type="button" value="Print"/> <input type="button" value="Back"/>			
<input type="button" value="Save RIMS ADHOC to Profile"/>			
Row Count : 20			
Data Download: <a href="#">Click here</a> to download data in Microsoft Excel format			
<a href="#">Click here</a> to add this report to a scheduler			
<b>Receipt Inspection Management System - Record</b>			

**Figure 8.17**

- b. The Save to Profile page displays

**FOUO UNCLASSIFIED FOUO**

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

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

**Save to Profile**

**Instructions**  
Please follow these steps to save Report to your Profile:

1. Enter a Report Title and click **Save to Profile**
2. To delete existing reports. Select the Report and click **Delete**

Report Title:

No existing reports

**Figure 8.18**

- c. Enter a Report Title.
- d. Click the Save to Profile button. The report displays in at table at the bottom of the page

**Save to Profile**

**Instructions**  
Please follow these steps to save Report to your Profile:  
1. Enter a Report Title and click **Save to Profile**  
2. To delete existing reports. Select the Report and click **Delete**

Report Title:

**Existing Reports**

Report Title	Last Run	Delete
TestReport_01	02/20/2015	<input type="checkbox"/>

**Figure 8.19**

- e. To delete the report, click the checkbox in the delete column and then click the delete button.
- f. To return to the RIMS Ad hoc page, click the Back to RIMS ADHOC button
- g. The RIMS AD HOC REPORT page now contains some additional options

[RIMS Worklist](#)
[Create RIMS Record](#)
[RIMS RIDL Requiring Action](#)
[RIMS Standalone RIDLS](#)

[RIMS Search](#)
[RIMS Adhoc](#)
[RIMS Set Priority](#)

**RIMS AD-HOC REPORT**

**Instructions**  
To use a previously saved ADHOC report:  
1. Select ADHOC from **My Existing ADHOC**  
2. Click **Open Report** button  
3. To delete previously saved ADHOC select **Manage my ADHOC** button

Please follow these steps to create new ADHOC Report:  
1. Select a 'Data Record' and click **Get Data Element**  
2. Select one or more 'Data Elements'  
3. Click **Add Columns>>** and/or **<< Delete Columns** to set the 'Selected Data Elements' List  
4. Select 'Data Element' and click **Add Where** to set the where condition(s)  
5. Enter the 'Expression' and 'Value' in the Where clause  
6. To add more then one where condition select a 'Logical Expression'  
7. Click on **RUN QUERY**

My ADHOCs:

Get Row Count:

Data Record: RECEIPT INSPECTION MANAGEMENT REPORT

Set maximum rowcount:  (Maximum size : 10,000)

**Figure 8.20**

- h. Ad hoc's that have been saved to the profile display in a selection box
- i. To view a previously saved ad hoc, select the report from the My ADHOCS selection box and click Open my the ADHOC button
- j. This will open up the RIMS AD HOC REPORT page that we originally built the query in. The query is auto-filled
- k. The My ADHOCS selections are now also available from this page

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<b>RIMS Adhoc</b>	<a href="#">RIMS Set Priority</a>	

**RIMS AD-HOC REPORT**

**Instructions**  
 To use a previously saved ADHOC report:  
 1. Select ADHOC from **My Existing ADHOC**  
 2. Click **Open Report** button  
 3. To delete previously saved ADHOC select **Manage my ADHOC** button

Please follow these steps to create new ADHOC Report:  
 1. Select a 'Data Record' and click **Get Data Element**  
 2. Select one or more 'Data Elements'  
 3. Click **Add Columns>>** and/or **<< Delete Columns** to set the 'Selected Data Elements' List  
 4. Select 'Data Element' and click **Add Where** to set the where condition(s)  
 5. Enter the 'Expression' and 'Value' in the Where clause  
 6. To add more then one where condition select a 'Logical Expression'  
 7. Click on **RUN QUERY**

**My ADHOCs:** TestReport\_01

**Get Row Count:**

**Data Record:** RECEIPT INSPECTION MANAGEMENT REPORT

**Set maximum rowcount:** 10000 (Maximum size : 10,000)

Select Columns:	Data Elements	Selected Data Elements
<ul style="list-style-type: none"> <li>Action</li> <li>Added User Code</li> <li>CAGE Code</li> <li>Call Number</li> <li>Cert Package Completed Date</li> <li>Cert Package Received Date</li> <li>Cont Sht Heat Number</li> <li>Cont Sht Item Description</li> <li>Cont Sht Level I Number</li> <li>Cont Sht Material Designator</li> </ul>	<input type="button" value="Add Columns"/> <input type="button" value="Delete Columns"/>	<ul style="list-style-type: none"> <li>RIMS Serial Number</li> <li>Added Date</li> <li>Contract Number</li> <li>Document Number</li> <li>Company Name</li> <li style="background-color: #e0e0e0;">RIMS Status</li> </ul>

**Data Element:** Added Date

Data Element	Data Type	Expression	(M) Value	Logical Expression	Delete
RIMS Serial Number	CHAR(8)	IS NOT NULL		AND	<input type="checkbox"/>
Document Number	CHAR(20)	IS NOT NULL		AND	<input type="checkbox"/>
Added Date	DD-MMM-YY	>	01-jun-14	- Select -	<input type="checkbox"/>

Examples of where condition for different expressions  
 1. For **Date Expressions** with **BETWEEN** operator Expression should be: **DD-MMM-YY AND DD-MMM-YY**  
 where DD = day (01,02..), MMM = Month (JAN,FEB..) and YY = year (00,01,02..)  
 2. For **IN and NOT IN** Operator, Expression should be: **XXXXX, XXXXX**  
 where XXXXX is any number or character  
 3. For **LIKE and NOT LIKE** Operator, Expression should be: **%XXXXX% or XXXX%**  
 where XXXXX is any number or character and the % is used as a wildcard

**Figure 8.21**

- l. Click the Run Query button to run the query
- m. Clicking the Manage My Ad hoc button will redirect the user to the Save to Profile page illustrated in Figure 8.19.

## 9 RIMS Set Priority

Click the RIMS Set Priority tab to access the RIMS Set Priority by Document Number page shown in Figure 9.1

<a href="#">RIMS Worklist</a>	<a href="#">Create RIMS Record</a>	<a href="#">RIMS RIDL Requiring Action</a>	<a href="#">RIMS Standalone RIDLS</a>
<a href="#">RIMS Search</a>	<a href="#">RIMS Adhoc</a>	<b><a href="#">RIMS Set Priority</a></b>	

**RIMS Set Priority by Document Number**

Priority Data

(M)DOCUMENT NUMBER:  (M)PROJECT:

ADDED DATE:  NEED BY:  

PRIORITY 1:

PRIORITY 2:

PRIORITY 3:

EXPEDITER:

EXTENSION:

**Figure 9.1**

The “Expediter” enters an existing document number into the Document Number field to set the priorities for that expected shipment. A project is associated with the Document Number by making a selection from the Project dropdown. A Need By date is set and one or more priorities set by choosing from the dropdown selections. The Expediter then enters his or her name in the Expediter field, enters a phone extension and clicks Save to save the data to the database.

To view an existing Document Number entry, enter the Document number in the Document Number field and click the Go To Priority button. The information requested is retrieved and populates the fields in the page. A Delete button becomes available.

Priority Data

**(M)DOCUMENT NUMBER:**  **(M)PROJECT:**

**ADDED DATE:** 02/12/2015 **NEED BY:**

**PRIORITY 1:**

**PRIORITY 2:**

**PRIORITY 3:**

**EXPEDITER:**

**EXTENSION:**

**Figure 9.2**

To disassociate the information on the page with the Document Number, click the Delete button. The data is cleared from the screen and removed from the database. Should the Document Number be searched for again, a message would be received stating that the Record could not be found for the selected Document Number.

If a MIR is created using a Document Number that had been associated with a Project and Priorities on this page, entering the Document Number in the Create RIMS Record interface will pull in the associated information that had been identified with the Set Priority step. Once that MIR has been signed by the Supervisor, the Document Number, Project, and Priority associations are no longer retained. In this case, entering the Document number and clicking the Go To Priority button will return only the message indicating “Record not found for selected Document Number”.

## 10 SUMMARY

This concludes the instruction for working with the RIMS module of the PDREP application. The PDREP Customer Support 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](mailto:webptsmh@navy.mil)

Commercial: (207) 438-1690

DSN: 684-1690

Fax: (207) 438-6535

## Appendix 1 - ACRONYMS

Acronym	Description
ACC	Accept
CAC	Common Access Card
CAGE	Commercial and Government Entity
CIM	Controlled Industrial Material
COG	Federal Supply Catalog Cognizant Code
CONT	Contract
DCMA	Defense Contract Management Agency
DRMO	Defense Reutilization and Marketing Office
ES	Electronic Signature
FSC	Federal Stock Class
IAW	In Accordance With
L1	QA 1 - Quality Assurance Level 1, Level I Material *
L2	QA 2 - Quality Assurance Level 2, CIM *
L3	QA 3 - Quality Assurance Level 3, Local Technical Inspection *
LRR	Laboratory Request and Record
MIC	Material Identification Code
MIR	Material Inspection Record
M/O	Mandatory or Optional
MMD	Material Movement Document
MMM	Material Management Manual
NAVICP	Naval Inventory Control Point
NIIN	Navy Item Identification Number

NSLC	NAVSEA Logistics Center
NSN	National Stock Number
OQE	Objective Quality Evidence
PDREP	Product Data Reporting and Evaluation Program
PIN	Personal Identification Number (password)
PPI	Protected Personal Information
PQDR	Product Quality Deficiency Report
QA-#	Quality Assurance material ordering code, designates quality assurance level, QA-1, QA-2 or QA-3 per UIPI 0078-112
QAS	Quality Assurance Specialist
QTY	Quantity
REJ	Reject
RFI	Ready for Issue
RI	Receipt Inspection
RIDL	Receipt Inspection Deficiency Log
RIMS	Receipt Inspection Management System
RIP	Receipt Inspection Procedure
RTV	Returned to Vendor
RYG	RED/YELLOW/GREEN contractor classification
SAT	Satisfactory
SMIC	Special Material Identification Code
SOC	Scope of Cert material, refers to material controlled by NAVSEA P-9290 Manual.
UI	Unit of Issue
UNSAT	Unsatisfactory

## Appendix 2 - Data Descriptions

### I. ADD A RECORD / EDIT RECORD FORMS:

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
NONE	RIMS SERIAL No.	8	Sequential number auto-assigned by RIMS as a place holder for the job until an MIR is assigned.	YY-NNNNN (current 2 digit year followed by 5 digit number). Not entered, auto-fills.
3	DATE RECEIVED	10	Date material was received at SY, found on DD250 or MMD. If no DD250 or MMD or similar paperwork, enter date material arrived in RI area.	MM/DD/YYYY
4	QA Level	4	Quality Assurance Material Ordering Code, QA-1 = Level 1, QA-2 = CIM, QA-3 = Technical	
1	MATL DESIG	4	Level 1 Material Designator from NAVSEA 7010 Material Control Standard.	ALL CAPS
2	MIR SERIAL No.	8	Material Inspection Record Serial Number.	For QA-1 – YYDDD-NNN where YYDDD is year and Julian day, NNN is a 3 digit serial number. For QA-2 – CNNNNNNN (C followed by 7 digits) For QA-3 – TNNNNNNN (T followed by 7 digits)
NONE	CAD	1	Certifying Activity Designator (“A” for PNS)	
5	DOCUMENT #	50	Document Number the material was ordered on a.k.a. JML No., MOD No.	
6	CONTRACT No.	17	Material Ordering Contract Number	XXXXXX-XX-X-XXXX
6	CALL No.	5	Contract Call Number used for shipment releases against a contract.	
7	ITEM No.	40	Contract Item Number.	

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
8	CONT UNITS REC'D	6	Contract Units Received. The quantity of material actually received reported in the units of issue as ordered.	Numeric field.
8	UNITS OF ISSUE	2	Units material is ordered and issued in, e.g. "EA" = each, "FT" = feet, "CN" = cans, "BX" = box, "LB" = pound, etc.	
9	JOB ORDER	15	Job Order number used to order and/or fund inspection of the material.	XX-XXX-XXXXX
9	KEY OP	4	Key Operation portion of Job Order number	XXX
10	PROJECT	15	Identity of Project ordering material including Ship, Stop Store or NAVICP.	
11	COG	3	First part of the NSN	XXX
11	FSC	4	Federal Stock Class, part of NSN. If there is no stock number, enter the applicable code from FSC Handbook H 2-1.	XXXX
11	NIIN	9	Navy Item Identification Number or Local Stock Number (LSN), part of NSN.	XX-XXX-XXXX
11	SMIC	2	SMIC Code, part of NSN	XX
12	DESCRIPTION	25	General item description, noun name.	
12	DESCRIPTION	50	Additional detailed description lines.	
13	VENDOR CAGE	5	Commercial and Government Entity code that identifies the material supplier	
14	VENDOR NAME	50	Name of vendor or activity that supplied material	
15	MFG CAGE	5	Commercial and Government Entity code that identifies the manufacturer of material if different from vendor.	
16	MFG NAME	50	Name of material manufacturer if different from	

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
			vendor.	
17	MATERIAL SOURCE	20	Material source type, e.g. Vendor New, Refurbished, etc.	
18	VALUE REC'D	7	Dollar value of the material received	\$ (dollars, no cents)
NONE	DODAAC	6	Department of Defense Acquisition Activity Code	
19	HEAT NUMBER	12	A unique identification number assigned to a mill heat lot of metal material used to provide traceability to OQE.	
23	LOT/TRACE No.	12	A unique vendor identification number assigned to a lot of material.	
20	MATL SPEC/REV	25	The material specification and revision used to manufacture and inspect the lot.	
21	MANUF SPEC/REV	25	The manufacturing or fabrication specification and revision used to manufacture and inspect the lot.	
22	DRAWING/PART No.	25	The drawing and piece, or vendor part number of the component.	
24	INSPECTION PROC/REV	20	The inspection procedure and revision used to inspect the material.	
24	ENCLOSURE	2	The inspection procedure enclosure use to inspect the material.	
25	LOT SIZE	6	The number of parts received in terms of "Each." Used to determine sample sizes for inspection.	Numeric field
26	DCMA CODE	6	Defense Contract Management Agency code that identifies the office location responsible for quality assurance of Level 1 parts at the vendor, when	

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
			called out in a contract. Listed on DD250	
N/A	ACTION	8	Identity of Code or group currently responsible for the status of the job, i.e. responsible to continue work or take action on the job.	
N/A	STATUS	15	Identifies current status of the job, e.g. In Process, Lab Test, RIDL, Accepted, etc.	

## II. MIR FORM

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
27	ATTRIBUTE CODE	2	Number assigned to each inspection attribute.	
28	INSPECTION ATTRIBUTE	30	Name assigned to each inspection attribute.	
N/A	DISABLE/ENABLE	1	Allows inspection attributes to be lined-out when not required by checking the box. May also be “re-enabled” by un-checking the box.	
N/A	ADD ATTRIBUTE	30	Adds inspection attributes and codes when required.	
29	QTY INSP	6	Number of parts actually inspected for each attribute.	Numeric field
30	INSP TYPE	1	Identify type of inspection, “P” –inspection performed by inspector or other shipyard personnel; “V” – inspection verified by inspector or other shipyard personnel by software review, or “W” – inspector witnessed vendor performing inspection.	
31	QTY DEF	6	Number of parts from the sample found to be deficient.	Numeric field
32	SIGNATURE		/ES/ indicating electronic signature followed by the	

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
			typed name and badge number of the signing inspector and the date attribute was certified.	
33	DEF QTY	6	The total quantity of components from the lot found to be defective.	Numeric field
34	DEF CLASS	1	Classification code of any defective material.	
35	TOTAL RIDLS	2	Number of last RIDL applicable to the job. Used to confirm all RIDLS and resolutions are included in MIR package.	
36	UNITS DEST	6	The amount of material destroyed in testing reported in the contract units (units of issue).	Numeric field, whole numbers only, no decimals. (e.g. if 6 inches are destroyed, and U/I is feet, enter 1, not 0.5)
37	UNITS REJ	6	The amount of material rejected reported in the contract units (units of issue).	Numeric field, whole numbers only.
38	UNITS ACC	6	The amount of material accepted and place in stock (or made ready for issue) reported in the contract units (units of issue).	Numeric field, whole numbers only.
39	QTY REJ	6	The amount of material rejected reported in terms of the lot size (number of parts).	Numeric field
40	QTY ACC	6	The amount of material accepted reported in terms of the lot size (number of parts).	Numeric field
41	INSPECTION COMPLETE SIGNATURE		/ES/ indicating electronic signature followed by the typed name and badge number of the signing inspector and the date certifying all required inspection attributes were completed, all RIDLS have been resolved and results are	

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
			recorded in blocks (36-40)	
42	REVIEWED BY SIGNATURE		Supervisor or reviewer authorized to certify all inspection action is complete and package is ready for submittal to Code 136.2..	
43	REMARKS		For fasteners, enter description of actual part marking, e.g. Part Marking, “L123, .K., manufacturer symbol “A” inside a circle”. Enter any pertinent information that cannot be included in other blocks.	
44	DEF QTY	6	Amount of defective material found to be vendor liable recorded in terms of the Units of Issue.	Numeric field
45	VALUE DEF UNITS	6	Dollar value of defective material found to be vendor liable	\$ (dollars, no cents)
46	DEF CODE	1	Defect classification code assigned to the lot of defective material.	
47	QDR No.	7	QDR number, if a QDR was prepared to report defective material to the vendor.	
48	ENG/QAS REVIEW SIGNATURE		/ES/ indicating electronic signature followed by the typed name and badge number of the signing QAS or Engineer authorized to respond to RIDLs and report disposition of deficient material.	

III CONTINUATION SHEET

	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
	ITEM DESCRIPTION		Description of L1 components.	

	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
	HEAT No.		The unique number assigned to material identifying a common batch or pour by the activity that produced the material.	
	SERIAL/TRACE/HEAT No.		The unique number assigned to material by an activity identifying a manufacturing lot, heat treat lot.	
	MATL DESIG	4	Level 1 Material Designator from NAVSEA 7010 Material Control Standard for each component listed.	ALL CAPS
	LEVEL 1 No.		The Level 1 Material Identification and Control number assigned to each lot of material.	YYDDD-NNN (2 digit year, Julian date, 3 digit serial number)
	QTY		Quantity of items from each heat/trace lot.	Numeric Field
	SIGNATURE/DATE		/ES/ of inspector recording the component, heat/trace, L1 MIC and quantity data.	

IV Laboratory Request and Report

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
	ITEM DESC		Item Description of the component/ part requiring testing.	
	HEAT No.		Heat or trace code marked on part requiring testing.	
	MATERIAL SPEC		Material specification of component/part identifying testing requirements.	
	TYPE/CLASS/COND		Material Type, Class, Condition, Grade, etc. Information to identify and specify the material per the applicable MATERIAL SPEC	
	RECEIPT INSPECTION	4	Tests completed by C133.2 Inspectors. Number in blocks	Numeric Field

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
	(Attributes)		record the number of samples tested.	
	RECEIPT INSPECTION (UNSAT/SAT)	2	Overall results of testing on the samples, Unsatisfactory or Satisfactory	Alpha Character, U or S or NA
	LABORATORY TESTS (Attributes)	4	Tests requested by C133.2 and completed by C134. Under each attribute, numbers in left hand column indicate number of tests required/requested. Numbers in right hand column report number of tests completed.	Numeric Field
	LABORATORY TESTS (UNSAT/SAT)	2	Overall results of testing on the samples, Unsatisfactory or Satisfactory	Alpha Character, U or S or NA
	SIGNATURE/DATE		/ES/ of C133.2 inspector recording the component, heat/trace, L1 MIC and quantity data, completing tests under RECEIPT INSPECTION and/or requesting tests by C134.	
	LAB TECH SIGNATURE /BADGE/DATE		Signature of Laboratory Technician reporting C134 laboratory results. (Manually entered on the form in Ink)	N/A
	LAB REPORT No.		Laboratory Report Number from C134. (Manually entered on the form in ink.)	N/A
	REMARKS		Any	

## **Appendix 3 - Descriptions**

### **Units of Issue:**

- 1|"BT"|"Bottle"
- 2|"BX"|"Box"
- 3|"CF"|"Cubic Feet"
- 4|"CL"|"Coil"
- 5|"CN"|"Container"
- 6|"EA"|"Each"
- 7|"FT"|"Foot"
- 8|"GL"|"Gallon"
- 9|"HD"|"Hundred"
- 10|"IN"|"Inch"
- 11|"JR"|"Jar"
- 12|"PG"|"Package"
- 13|"PM"|"Plate"
- 14|"PR"|"Pair"
- 15|"PT"|"Pint"
- 16|"QT"|"Quart"
- 17|"SE"|"Set"
- 18|"SH"|"Sheet"
- 19|"SL"|"Spool"
- 20|"SY"|"Square yard"
- 21|"TO"|"Troy Ounce"
- 22|"TU"|"Tube"
- 23|"SF"|"SQ Foot"
- 24|"AY"|"Assembly"
- 25|"LB"|"Pounds"
- 26|"KT"|"Kits"
- 27|"CY"|"Cylinder"
- 28|"LO"|"Lot"

**Priority One:**

"SYMBOL"|"DESCRIPTION"

"P"|"PNS PRODUCTION"

"S"|"PNS SUPPLY / STORES"

"N"|"NAVICP STOCK SYSTEM"

"O"|"OPW"

**Priority Two:**

"SYMBOL"|"DESCRIPTION"

"1"|"WORK STOPPAGE IN CRITICAL PATH / CASREP"

"2"|"WORK STOPPAGE NON-CRITICAL PATH / TRANSHIP"

"3"|"VENDOR FURNISHED, PAYMENT PAST DUE / DESTINATION"

"4"|"INSUFFICIENT QTY FOR KNOWN JOBS"

"5"|"VENDOR FURNISHED, ON-TIME PAYMENT IN JEOPARDY"

"6"|"ZERO BALANCE IN STOCK"

"7"|"INSPECT AS TIME PERMITS"

**Priority Three:**

"SYMBOL"|"DESCRIPTION"

"A"|"EMERGENT, TOP PROJECT, IMMEDIATE NEED"

"B"|"URGENT, NEED ASAP"

"C"|"IMPORTANT, NEEDED TO SUPPORT SCHEDULE"

"D"|"AVAILABILITY NOT STARTED"

"E"|"BACKORDER"

"F"|"OTHER"