Material Inspection Record (MIR) Application

User Guide
29 January 2025

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FOREWORD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS). It is intended to assist users with the MIR module functionality and usage. This user guide does not cover specific policy or procedures, and it is designed to work in compliance with relevant processes and procedures. This guide does not replace or amend any Department of Defense (DOD) instructions, regulations, and/or policies. Revisions to this guide are made after application changes have been implemented. Date of last amendment is located on the title page. Though this document is accessible to all users, its content is intended for those individuals with module access. Module access is granted on a case by case and need to know basis.

NOTE: The data contained within this guide is NOT real data and it is NOT to be used for business purposes. The material presented is intended to serve as an example only and was taken from a test system.

REFERENCES

- SECNAV INSTRUCTION 4855.3D
- NAVSO MANUAL P-3683D
- NAVSEA 0948-LP-045-7010

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Material Inspection Record (MIR) module.

The PDREP-AIS is accessible via the Product Data Reporting and Evaluation Program home page: https://www.pdrep.csd.disa.mil/

Getting Access

- **First Time Users**

  First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the Request Access link for instructions on filling out an access request form. When requesting an account, ensure all fields indicated as mandatory are completely filled out. Mandatory fields are indicated by (M). The application will not be accepted if required information is missing.

- **Existing PDREP Users**

  Existing PDREP users may request additional or updated access privileges by submitting an updated SAAR. To do this, log into the PDREP-AIS and hover over your name in the upper right corner of the page and select ‘Access Change Request’. Update the SAAR and enter a narrative to describe requested changes, read and acknowledge the User Agreement and click ‘Sign and Submit Account Change Request’ button to complete the submission.

Contact us

To report an issue, ask a question, or submit suggestions for improvement to software may be made by active users by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP-AIS website or via the "Help" menu within the PDREP-AIS application.

Additional contact information is below if you do not have an active PDREP-AIS account:

Additional Resources available on the NSLC Portsmouth Homepage

In order to aid PDREP-AIS users, reference these additional resources as needed:

FAQ – On the PDREP website under References, the Frequently Asked Questions page gives quick answers to the most commonly received inquiries. Your question(s) may be easily answered there.

Guides & Manuals – This area of the PDREP website (under References) houses the PDREP-AIS' technical documents. These comprehensive guides serve to offer directive on operational tasks and enable users to pinpoint or problem solve without expert assistance. These manuals do not instruct on policy or process and are instead stepwise instructions on using the PDREP-AIS application. Relevant process and policy are however referenced in the beginning of each of these manuals.

Online Training – Computer-based distance learning may be accessed through the Reference fly-out of the PDREP website. Instruction takes place remotely via instructor-led directive, module simulation, video-conferencing, application demonstration, or recorded lesson.

FAQ, User Guides and Online Training are also accessible within PDREP-AIS by hovering over the 'Help' link located at the top left of each application page.

ACCESS LEVELS

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

Role	Functions
No Access	If a user does not have access to the PDREP-MIR application, the program link will not appear on the user's PDREP Main Menu.
View Only	User is permitted to search and view data in the MIR application. No ability to edit existing records or create new records.
Non-Management	User is permitted to search and view data in the MIR application. Provides functionality to create and edit MIR records entered by the individual as long as their primary or secondary DODAAC in the PDREP user profile match the previously entered MIR records.
Management	User is permitted to search and view data in the MIR application. Provides functionality to create and edit any MIR record as long as their primary or secondary DODAAC in their PDREP user profile match the previously entered MIR records.
Full Access	Access reserved for PDREP administrators only. User is permitted to search and view data in the MIR application. System administrators have the capability to create and edit any MIR record. Record deletion is possible for all records.

1 ACCESSING THE MIR MODULE

Once the user has logged in, the PDREP Home page will display as shown in **Figure 1.1**. depending on the user's access level, not all of the options may be listed.

Please refer to the PDREP User Access Request and Login Procedure user guide found here for further information regarding gaining access to the PDREP-AIS.

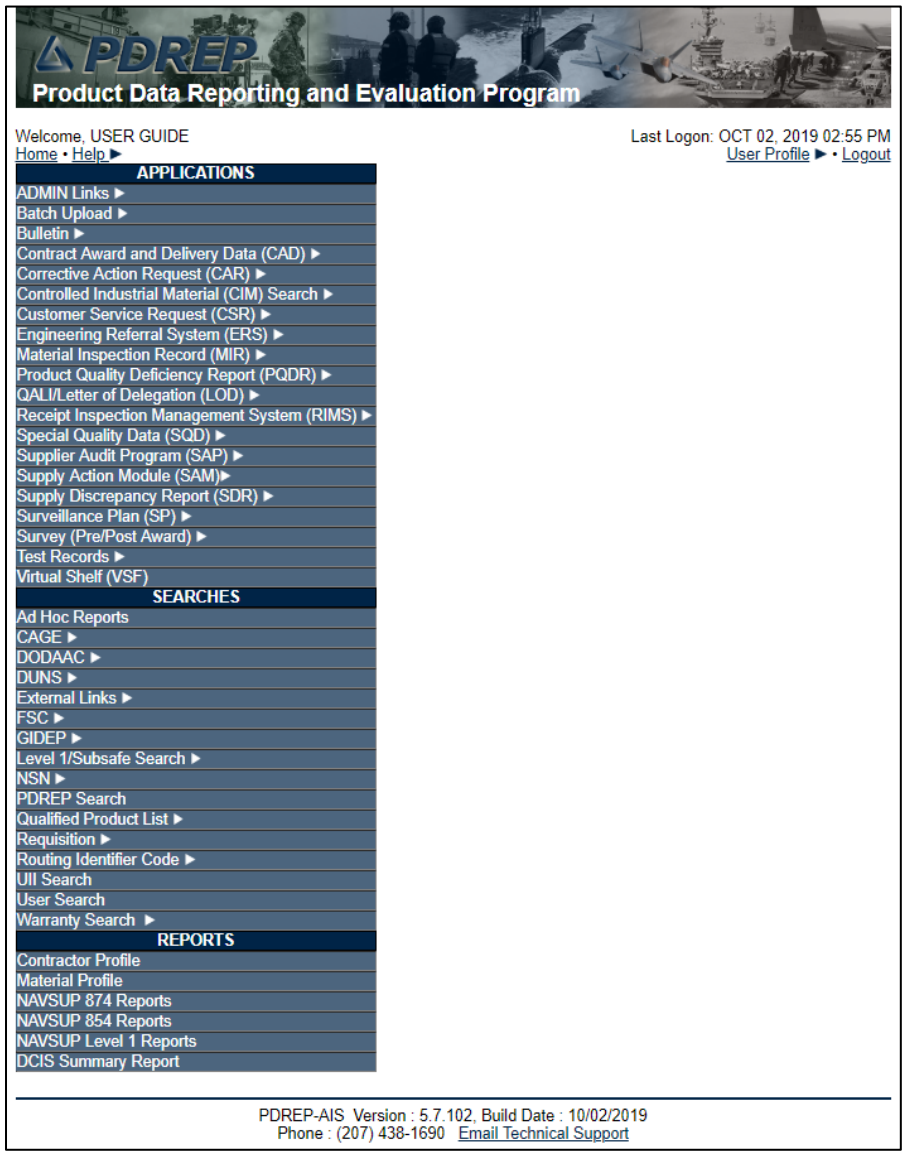


Figure 1.1

NOTE: *After May 2018 PDREP update, a list of recently accessed records will appear on the right-hand side of the PDREP main menu if records have been created, edited, or viewed within the last 24 hours.*

1.1 Using the Flyouts

Hover your mouse pointer over any PDREP Application (also referred to as 'Modules') located on the upper left portion of the screen and a list of 'flyout' hyperlinks for that application will appear (see **Figure 1.2**). In this case, the options for the MIR module are:

- MIR Search
- Create New MIR
- MIR Ad Hoc Reports

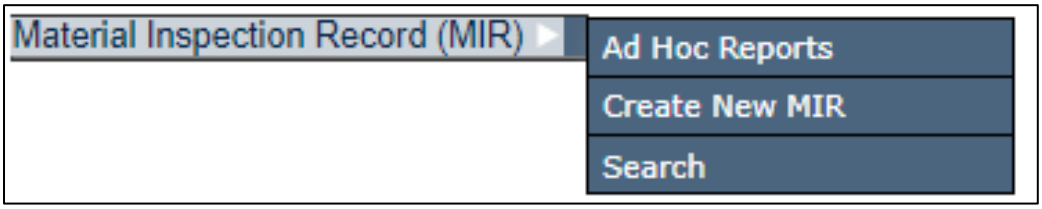


Figure 1.2

Selecting any of the hyperlinks will allow the user to go directly to that page within the application.

2 WORKING IN THE MIR MODULE

2.1 Using MIR Search

The MIR Search page is used as the base page for the MIR module; from this page, other functions are available.

A. Accessing MIR Search

1. To access MIR Search, select the MIR Search hyperlink from the Material Inspection Record (MIR) flyout options (see **Figure 2.1**).

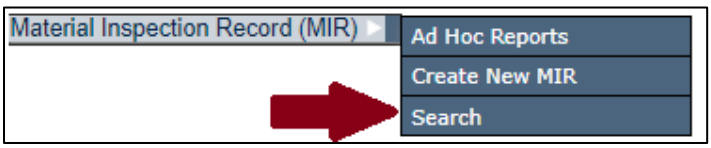


Figure 2.1

2. If already, working in the MIR module the user may access the MIR Search screen by selecting the MIR Search tab (see **Figure 2.2**).

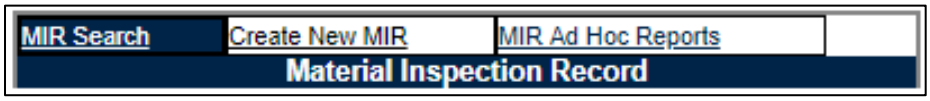


Figure 2.2

3. After selecting the MIR Search flyout link or MIR Search tab, the MIR Search page will display (see **Figure 2.3**).

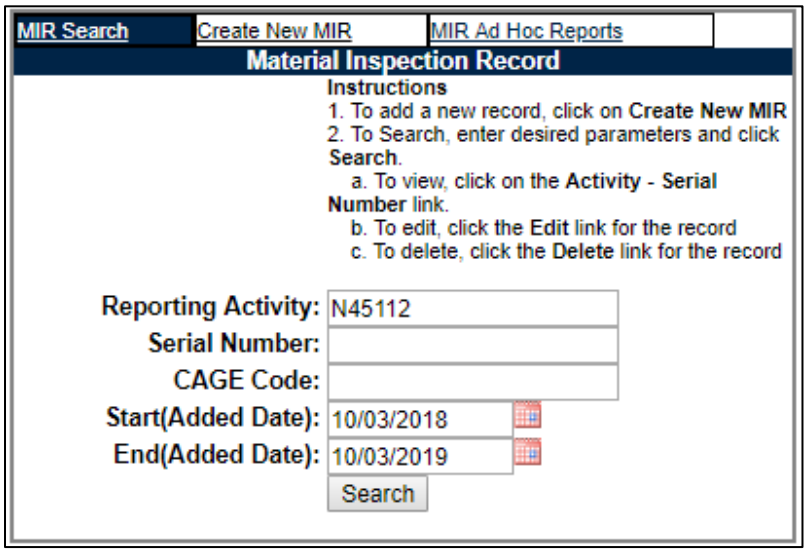


Figure 2.3

B. Accessing a MIR record from the Search page,

Follow the steps search for existing MIRs:

1. Enter a Reporting Activity (DODAAC), Serial Number, and/or CAGE Code. By default, the Primary DODAAC from your profile will be auto filled into the 'Reporting Activity' field.

2. Enter the Start (Added Date) and End (Added Date) of the timeframe applicable for the search. The program will search for the date the MIR was added to PDREP. If the Reporting Activity and Serial Number are known, only one record can match that criteria, therefore a date range is not required. If the Reporting Activity, Serial Number and date range fields are complete, the dates are not

applicable and the record will be located even if it's added date falls outside of the Start (Added Date) and End (Added Date).

3. Click the Search button to load the result set. A list of MIRs will appear below the search criteria entered (see **Figure 2.4**).

C. Search Results,

1. A list of MIRs will appear below the search criteria entered (see **Figure 2.4**).

Total number of rows: 24
Summary Download: Click here to download data in Microsoft Excel format

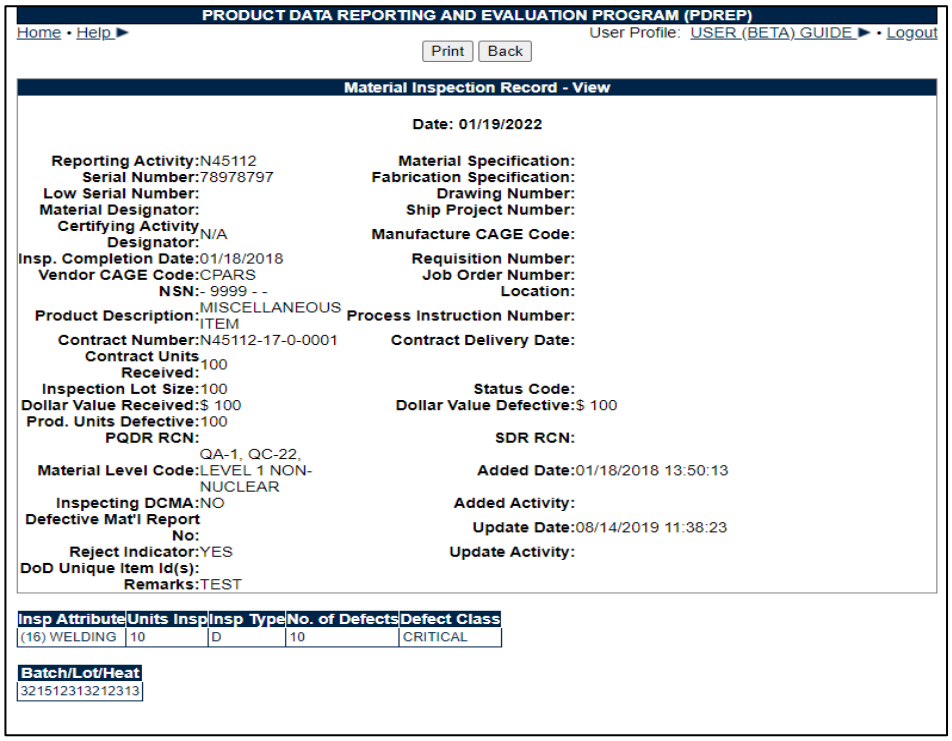
Activity - Serial Number - Low Serial Number	Added Date	Edit	Delete
N4511212312312	01/18/2018	Edit	Delete
N4511213341209	01/09/2018	Edit	Delete
N4511218003006	01/03/2018	Edit	Delete
N4511218004003	01/04/2018	Edit	Delete
N4511218005002	01/05/2018	Edit	Delete
N4511218005004	01/05/2018	Edit	Delete
N4511218008002	01/08/2018	Edit	Delete
N4511218036N01	02/05/2018	Edit	Delete
N4511218136004	05/16/2018	Edit	Delete
N4511218136006	05/16/2018	Edit	Delete
N4511218145002	05/25/2018	Edit	Delete
N4511218149004	05/29/2018	Edit	Delete
N4511218150002	05/30/2018	Edit	Delete
N4511218155004	06/04/2018	Edit	Delete
N4511218159002	06/08/2018	Edit	Delete
N4511218159004	06/08/2018	Edit	Delete
N4511218213009	08/01/2018	Edit	Delete
N4511232534534	01/18/2018	Edit	Delete
N4511246465413	01/18/2018	Edit	Delete
N4511256456456	01/18/2018	Edit	Delete
N4511271278128	01/10/2018	Edit	Delete
N4511278978797	01/18/2018	Edit	Delete
N4511287654321	01/09/2018	Edit	Delete
N45112N4511215	06/13/2018	Edit	Delete

Figure 2.4

2. If the user has edit privileges for the desired record, an 'Edit' link will be present on the resultant list. Click the 'Edit' link to navigate to the desired 'Material Inspection Record - Add/Edit' page (see **Figure 2.9** and **Figure 2.10**). Editing the record uses the same procedures as described in **Section 2.2** (Creating a Material Inspection Record) of this guide regarding creating a new MIR. Click the Print button to print a copy of the display or click the Cancel button to return to the previous screen.

3. From the search results shown in **Figure 2.4**, the user may be able to delete a MIR if their access privileges permit this. This is done by selecting the ‘Delete’ link for the record.

4. To view a record without editing capability, click the link ‘Activity – Serial Number – Low Serial Number’ column. The Material Inspection Record – View page will load (see **Figure 2.5**). To print the record, click the Print button near the top of the screen. Click Back to return back to the previous search screen.


PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: USER (BETA) GUIDE ► • Logout

Print Back

Material Inspection Record - View

Date: 01/19/2022

Reporting Activity:	N45112	Material Specification:	
Serial Number:	78978797	Fabrication Specification:	
Low Serial Number:		Drawing Number:	
Material Designator:		Ship Project Number:	
Certifying Activity Designator:	N/A	Manufacture CAGE Code:	
Insp. Completion Date:	01/18/2018	Requisition Number:	
Vendor CAGE Code:	CPARS	Job Order Number:	
NSN:	- 9999 - -	Location:	
Product Description:	MISCELLANEOUS ITEM	Process Instruction Number:	
Contract Number:	N45112-17-0-0001	Contract Delivery Date:	
Contract Units Received:	100		
Inspection Lot Size:	100	Status Code:	
Dollar Value Received:	$ 100	Dollar Value Defective:	$ 100
Prod. Units Defective:	100		
PQDR RCN:		SDR RCN:	
Material Level Code:	QA-1, QC-22, LEVEL 1 NON-NUCLEAR	Added Date:	01/18/2018 13:50:13
Inspecting DCMA:	NO	Added Activity:	
Defective Mat'l Report No:		Update Date:	08/14/2019 11:38:23
Reject Indicator:	YES	Update Activity:	
DoD Unique Item Id(s):			
Remarks:	TEST		

Insp Attribute	Units Insp	Insp Type	No. of Defects	Defect Class
(16) WELDING	10	D	10	CRITICAL

Batch/Lot/Heat
321512313212313

Figure 2.5

2.2 Creating a Material Inspection Record

A. Accessing Create New MIR

1. To access the Create New MIR screen, select the *Create New MIR* hyperlink from the Material Inspection Record (MIR) fly out options on the main menu (see **Figure 2.6**).

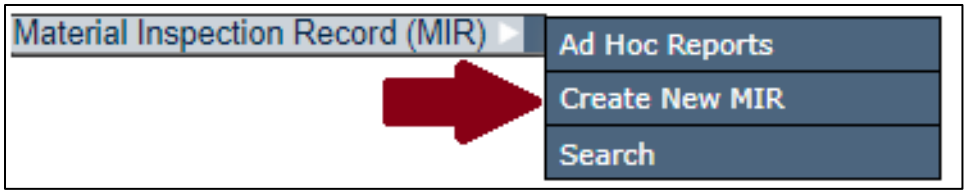


Figure 2.6

2. If already, working in the MIR module the user may access the Create New MIR screen by selecting the Create New MIR tab (see **Figure 2.7**).

3. Both options will load the Create New MIR page (see **Figure 2.8**).

Figure 2.7

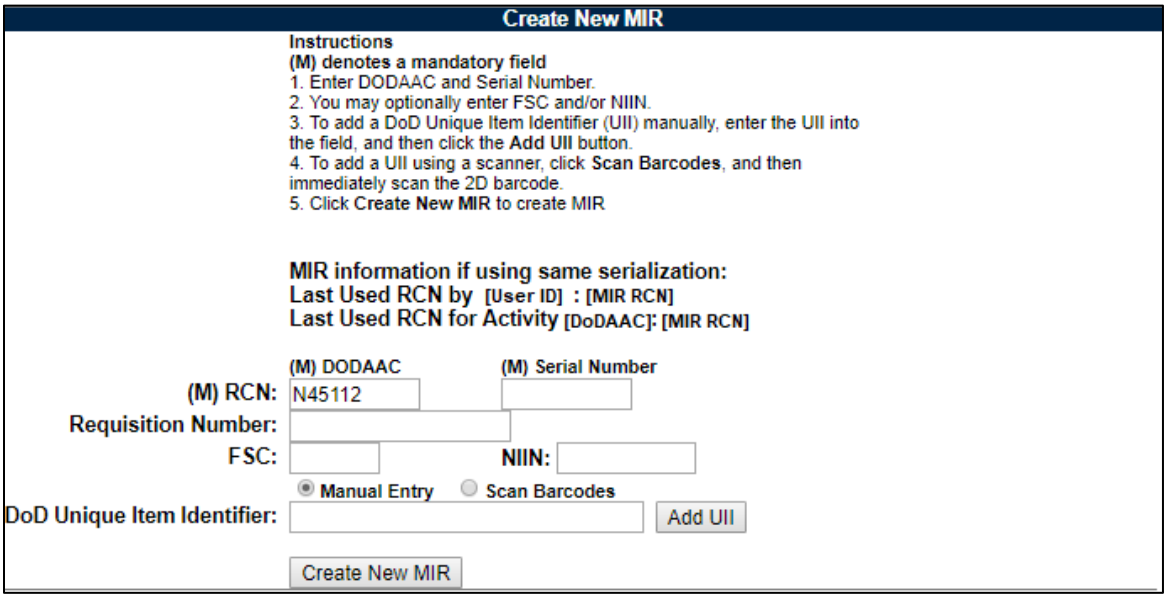


Figure 2.8

B. Follow the instructions on the screen to create the initial portion of the MIR. The DODAAC will be automatically populated based on the user's information. It can be changed if necessary.

Assign a Serial Number and complete any fields for which information is available.

1. Information about the latest MIR serial numbers used is displayed to give the user guidance on the next serial number to choose.

2. If a serial number is entered that already exists in the system, the user will be prompted by an error message.

3. All other fields are not mandatory to create an MIR and may be entered on the following screen.

Click the Create New MIR button.

C. The 'Material Inspection Record – Add/Edit' page displays (see **Figure 2.9** and **Figure 2.10**). Any fields entered on the *'*Create New MIR*'* tab will automatically populate to this screen.

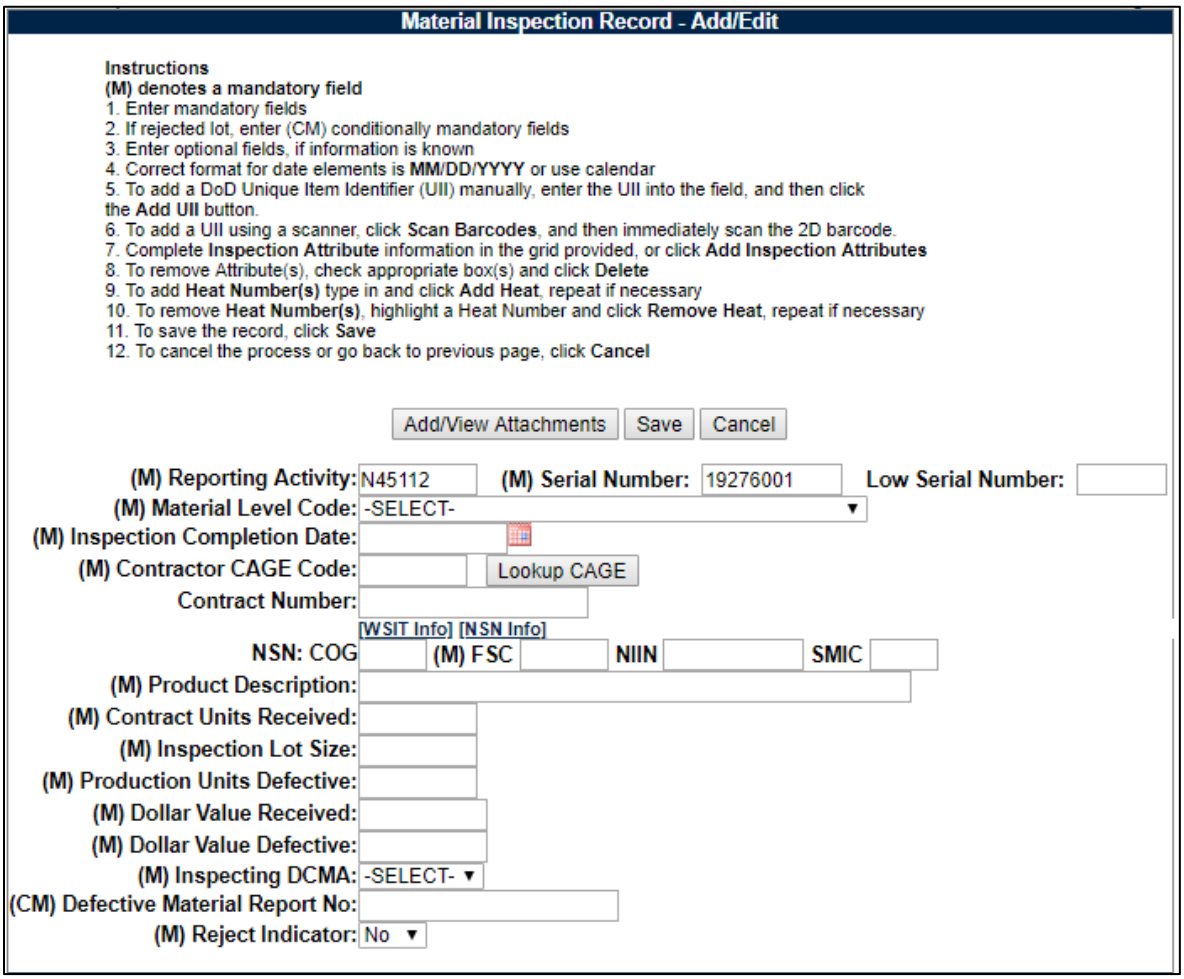


Figure 2.9

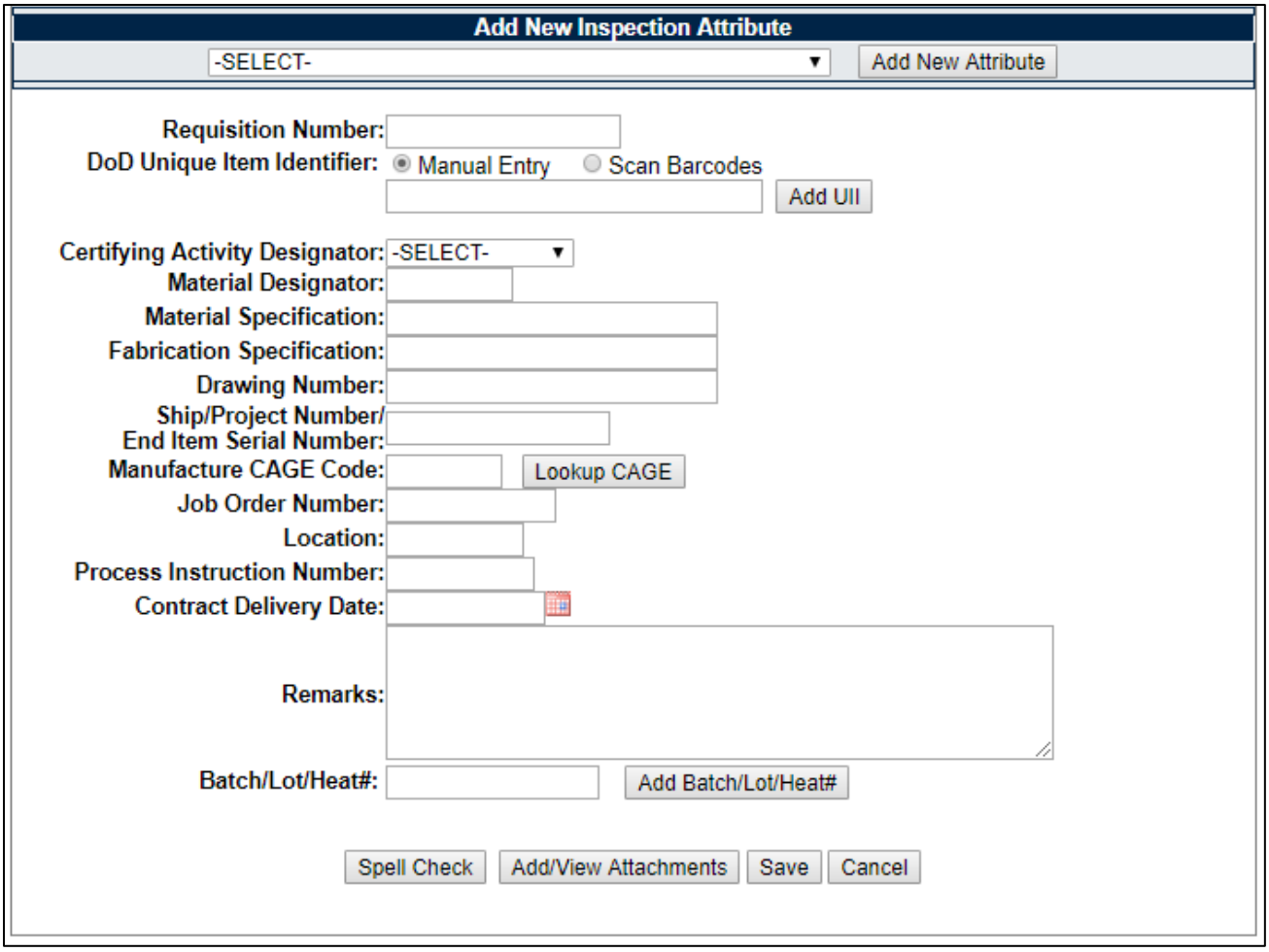


Figure 2.10

D. Follow the instructions on the screen.

E. Letters in parentheses identify the fields required to fill out the MIR properly. **(M)** denotes a mandatory field, and **(CM)** denotes a conditionally mandatory field.

F. Complete as many fields as possible when the appropriate information is available. Field descriptions are listed below:

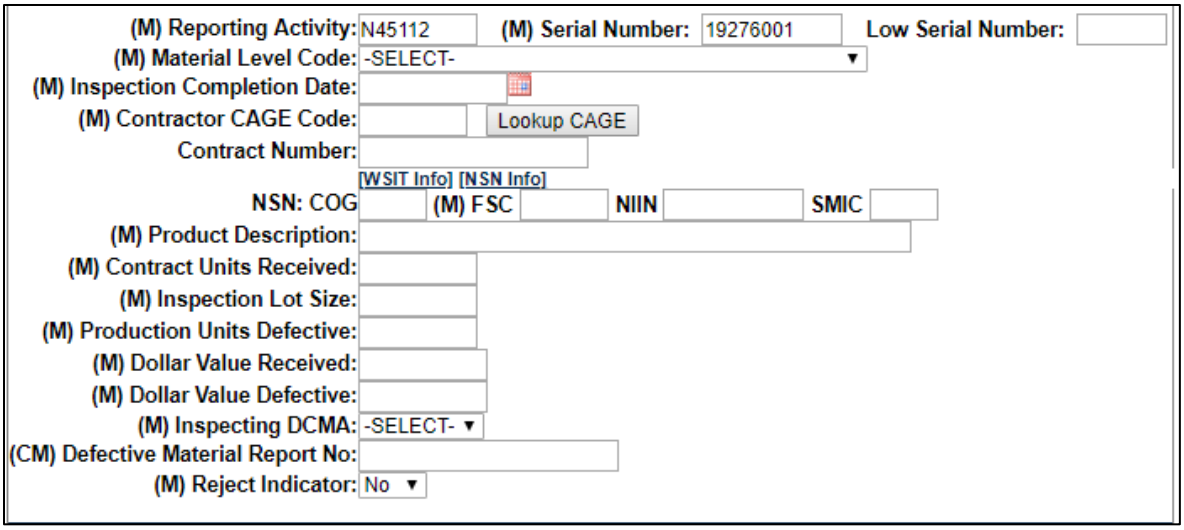


Figure 2.11

Figure 2.11 Data fields

- **(M) Reporting Activity:** The DODAAC of the activity where the MIR originated. (6 spaces alphanumeric).
- **(M) Serial Number:** The high eight-digit serial number assigned to the lot. No two MIRs shall have the same serial number. (8 spaces alphanumeric).
- **Low Serial Number:** The low serial number assigned to the lot covered by one MIR document. The resulting serial number range can be used when verifying Level 1/SUBSAFE material. (3 spaces numeric).
- **(M) Material Level Code:** The Material Level Code (also known as a QA Level) drop down box.
- **(M) Inspection Completion Date:** The date the MIR was reviewed and completed for release by supervisor (10 spaces MM/DD/YYYY, or select from calendar tool).
- **(M) Contractor CAGE Code:** The prime Commercial and Government Entity (CAGE) code (5 spaces alphanumeric).

NOTE: *The Defense Logistics Information Service (DLIS) in Battle Creek, MI is the only authorized source of CAGE codes. If the contractor's CAGE code is not listed, contact DLIS at cagemail@dlis.dla.mil (commercial 269-961-4725, 888-227-2423 or DSN 932-4725).*

- **Contract Number:** The procuring activity contract number. The first 6 characters of this field must be a valid DODAAC (Reporting Activity). When the ninth position (instrument code), is A, D, or G, the four positions Call/Order Number shall supplement the thirteen-position procuring activity contract number (13 or 17 spaces alphanumeric).

- **Purchase with Government Credit Card:** When inputting a record from a purchase made with a government credit card, the first 6 characters do NOT need to be a valid DODAAC (Reporting Activity) and the contract number shall be 16 spaces (numeric).

- **COG:** The Cognizance Code (COG) that identifies the item manager (2 spaces alphanumeric).

- **(M) FSC:** The Federal Stock Class (FSC) that identifies the general stock classification. Entering the FSC will automatically populate the Product Description unless the NIIN is entered (4 spaces numeric).

- **NIIN:** The National Item Identification Number (NIIN) that uniquely identifies an item. Entering the NIIN will automatically populate the COG, FSC, SMIC, and Product Description (9 spaces numeric).

- **SMIC:** The Special Material Identification Code (SMIC) that identifies the level of material (2 spaces alphanumeric).

- **(M) Product Description:** The description of product inspected. This field will be automatically populated by entering an FSC or NIIN, but it may be edited if necessary. Include noun name, type/class and primary size (50 spaces alphanumeric).

- **(M) Contract Units Received:** The number of units received expressed in the units of measure ordered on the contract (i.e. ft., lbs., bxs, etc.). This field should agree with the DD250 if applicable (6 spaces numeric).

- **(M) Inspection Lot Size:** The number of product inspection units included in the lot regardless of total procurement units. Inspection units for electrodes use number of coils or electrode cans, and inspection units for fasteners use number of contract units (i.e. box or each). All other inspection units use number of pieces inspected disregarding unit of issue. Inspection Lot Size cannot be greater than Contract Units Received (6 spaces numeric).

- **(M) Production Units Defective:** The number of production units found defective in the inspection lot. There must be one or more defective production unit(s) if any defects were found during the technical receipt inspection. This field correlates to the Inspection Lot Size, and therefore can never be greater than that value. Enter ‘0’ when no defects are found (6 spaces numeric).

For a sampling inspection, if the number of defective production units in the sample exceeds the number of defective production units allowed by the inspection plan, then the number of defective production units must equal the inspection lot size. The entry in this block must be greater than ‘0’ if the dollar value defective is greater than ‘0’.

- **(M) Dollar Value Received:** The whole dollar value of units received, input ‘1’ when a valid contractor CAGE code is known and value is unknown. Enter ‘0’ for stock system items and value is unknown (7 spaces numeric).

- **(M) Dollar Value Defective:** The whole dollar value of all defective production units in the lot. Input ‘1’ if value is unknown and there are one or more defective production units. Enter ‘0’ if no production units are defective (7 spaces numeric).

For a sampling inspection, enter the dollar value of the entire lot when the total number of defects exceeds the acceptable quality levels of the sampling plan. Dollar value defective must be greater than zero if any production units defective are found. The dollar value defective cannot be greater than the dollar value received.

- **(M) Inspecting DCMA (Defense Contract Management Agency):** Select ‘YES’ if a component of DCMA inspected the material. Default is ‘NO’ if the material was not inspected by DCMA (drop down box).

- (**CM) Defective Material Report No:** The local Deficiency Report (DR) Number applicable to the inspection lot. A DR Number is conditionally mandatory for MIRs that report defective units (20 spaces alpha/numeric).

- (**M) Reject Indicator:** Select ‘YES’ if Production Units Defective is greater than ‘0’, default is ‘NO’ (drop down box).

Figure 2.12

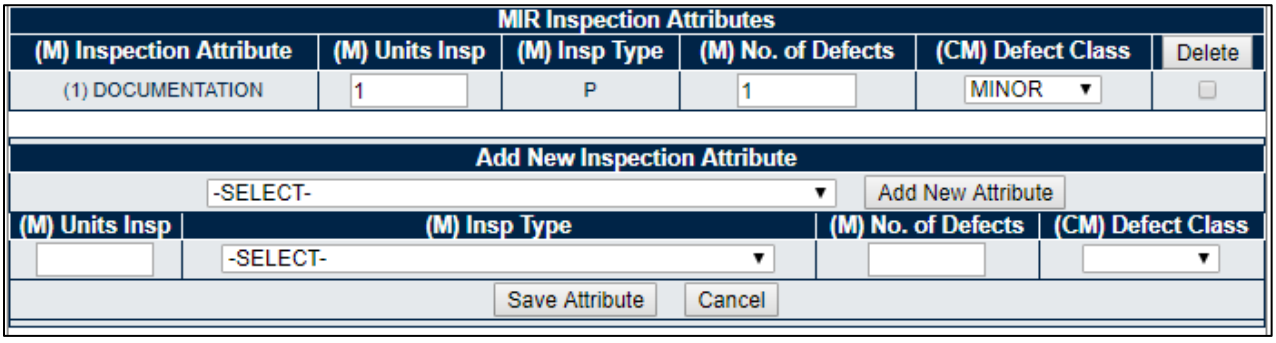


Figure 2.13

Figures 2.12 and **Figure 2.13** Data Fields

- **(M) Inspection Attributes:** Select inspection attributes as listed on the MIR. At least one inspection attribute must be selected for it to be an accepted MIR. PDREP allows duplicate inspection attributes only when the inspection types are different.

    1. To Add an Inspection Attribute, select an attribute from the drop down box and click the Add New Attribute button (see **Figure 2.12**).

    2. Enter the required attribute data shown in **Figure 2.13** and click the Save Attribute button to add the attribute.

- **(M) Units Insp (Inspected):** The number of product inspection units actually inspected for that attribute (6 spaces, numeric).

- **(M) Insp (Inspection) Type:** Select applicable inspection type code for each attribute inspected (drop down box). Code Attributes:

Denotion of Code Attribute	Code Attributes
D	Accepted based on 'DCMA' inspection.
P	Inspection and/or test for the attribute was actually 'Performed' by the government inspector.
R	'Reduced' inspection.
V	CTR Inspection and/or test 'Verified'. Accepted based on the inspector's Verification of the vendor's software package.
W	CTR Inspection and/or test 'Witnessed'. Government inspector 'Witnessed' the contractor's test and/or inspection for this attribute.

TABLE 2.1

- **(M) No. (Number) of Defects:** 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 (6 spaces, numeric).

- **(CM) Defect Class:** Select the criticality code for the defect classification. Conditionally mandatory if the Number of Defects field is greater than zero (drop down box).

  Code Definitions:

  1. **Critical:** A critical defect is a defect that judgment and experience indicate would result 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 major defect is a defect, other than critical, that is likely to result in failure, or to reduce materially the usability of that unit of product for its intended purpose.

  3. **Minor:** A minor defect is 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.

G. Click the Cancel button to exit this function.

H. To delete an Attribute put a check in the corresponding check box and click the Delete button.

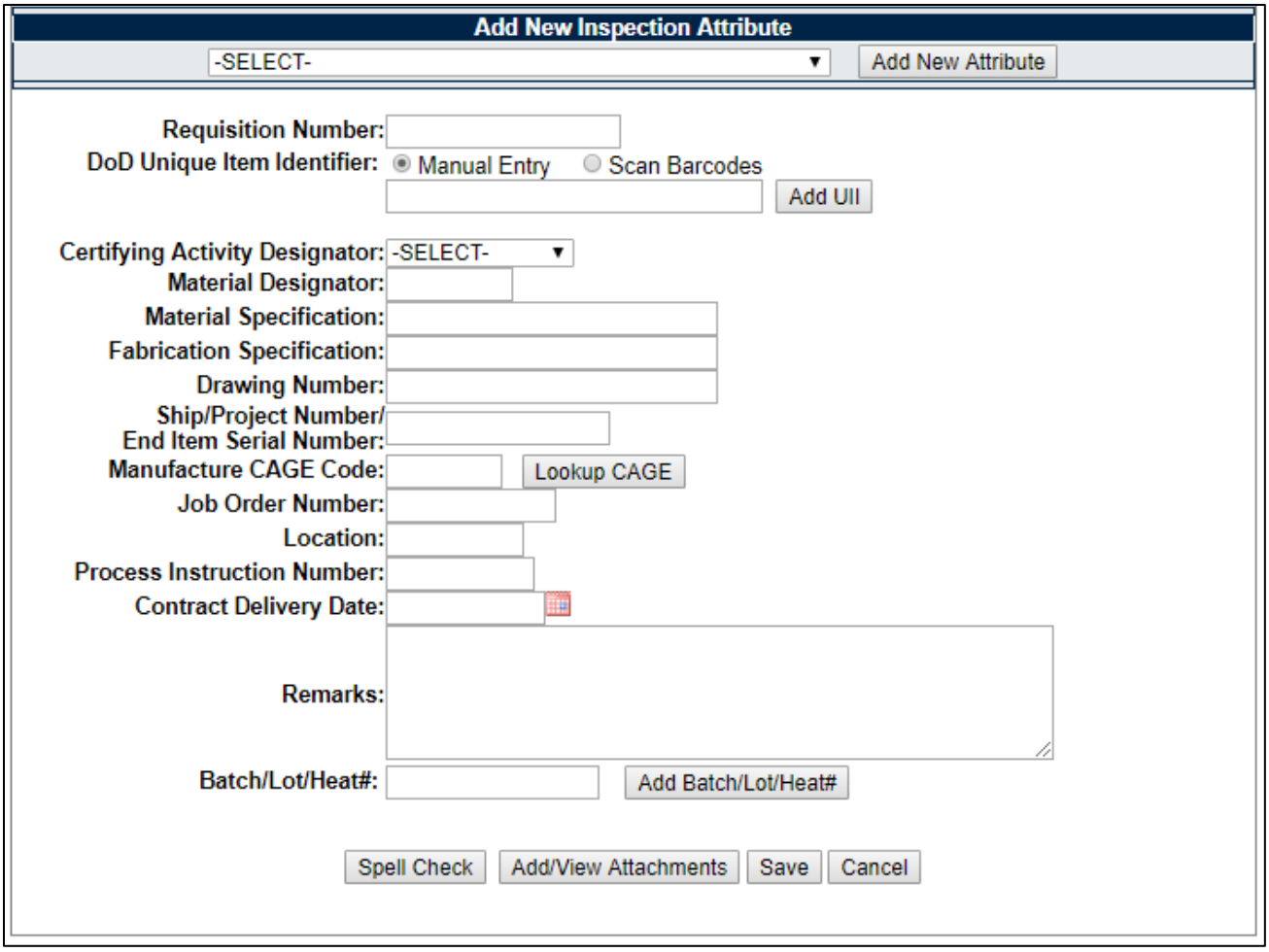


Figure 2.14

Figures 2.14 Data Fields

- **Requisition Number:** Enter the requisition number used to order the material from the stock system.
- **DoD Unique Item Identifier (UII):** Select Scan Barcodes to scan 2D barcodes that contain the materials UII data. You may also manually enter the UII in the field provided. Then click the Add UII button.
- **(M) Certifying Activity Designator (CAD):** Select Certifying Activity Designator (CAD) assigned by SEA 07Q to activities that can certify Level 1, SUBSAFE, or TARGET material (drop down box). Select your Certifying Activity Designator (CAD) from the dropdown box.

- **Material Designator:** For Level 1/SUBSAFE (L1/SS) certified material, enter the Material Identification Code (MIC) material designator exactly as provided in the latest version of NAVSEA 0948-LP-045-7010, Vol. 2 (3 spaces alpha).

- **Material Specifications:** The principle material specification used to procure and inspect the lot. Include the revision and/or amendment number when available (25 spaces alpha/numeric).

- **Fabrication Specification:** The specification required by the contract for material fabrication (25 spaces alpha/numeric).

- **Drawing Number:** The drawing number referenced on which the material was procured (25 spaces alpha/numeric).

- **Ship/Project Number/End Item Serial Number:** The hull type and number or project code. For control of non-level material (a.k.a. Controlled Industrial Material, CIM) inputting CIM in the first three spaces is mandatory (15 spaces alpha numeric).

- **Manufacture CAGE Code:** The subcontractor CAGE code that was used in production of the material inspected. Leave this field blank when the manufacturer CAGE code is the same as contractor CAGE code. A 'Lookup CAGE' button is also available to search for CAGE codes (5 spaces alpha/numeric).

- **Job Order Number:** The job order applicable to the lot of material (10 spaces alpha/numeric).

- **Location:** The building or location where the inspection was performed (7 spaces alpha/numeric).

- **Process Instruction Number:** The instruction number or identification number of instruction used to inspect the lot (8 spaces alpha/numeric).

- **Contract Delivery Date:** The date that the material was delivered and signed for by a government representative (10 spaces MM/DD/YYYY, or select from calendar tool).

- **Remarks:** Relevant text that cannot be included in other fields (250 spaces alpha/numeric).

- **Batch/Lot/Heat #:** The primary component heat, batch or trace code assigned to the inspection lot by the supplier. To add Heat number or Lot numbers, enter a Heat or Lot number and click the Add Batch/Lot/Heat# button.

I. To exit the MIR record and not save, click the Cancel button.

J. To add documents or view attached documents, click the Add/View Attachments button at the bottom of the page to proceed to the 'Upload Attachment Listing' page. See **Section 3.1** regarding adding attachments to MIR Records.

K. Click the Save button on the 'Material Inspection Record – Add/Edit' page to save the entire MIR record. If there are any errors a warning will display at the top of the page. A confirmation of a successful save will be displayed (see **Figure 2.15**).

Figure 2.15

L. To create a PQDR or SDR from the saved MIR you may click the corresponding 'Click Here' links. Access rights to PQDR and SDR are required in order to use those applications from MIR.

M. To return to the MIR main screen click the 'Continue' link.

N. You can also view and print a copy of the MIR using the 'To View/Print this Document: Click Here' link.

NOTE: *Creating a PQDR or SDR from a MIR will save time as many fields that were entered into the MIR will be translated to the PQDR or SDR. Please refer to the PQDR and SDR user guides found on the PDREP website here for reference on how those modules work.*

2.3 Using MIR Ad Hoc Reports

A. To access an MIR Ad Hoc Reports select MIR Ad Hoc Reports hyperlink from the Material Inspection Record (MIR) fly out options (see **Figure 2.16**).

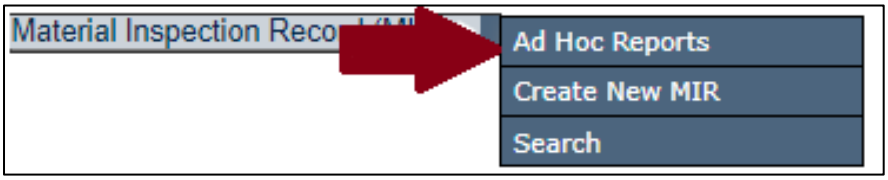


Figure 2.16

B. If already working in the MIR module, the user may access the MIR Ad Hoc Reports screen by selecting the MIR Ad Hoc Reports tab (see **Figure 2.17**).

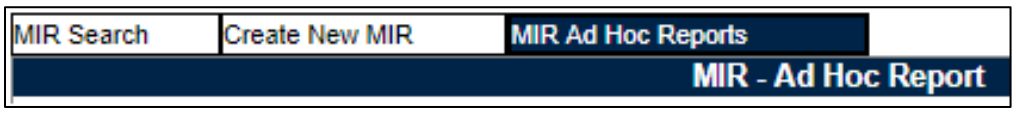


Figure 2.17

C. The MIR Ad Hoc Report screen will be displayed (see **Figure 2.16**).

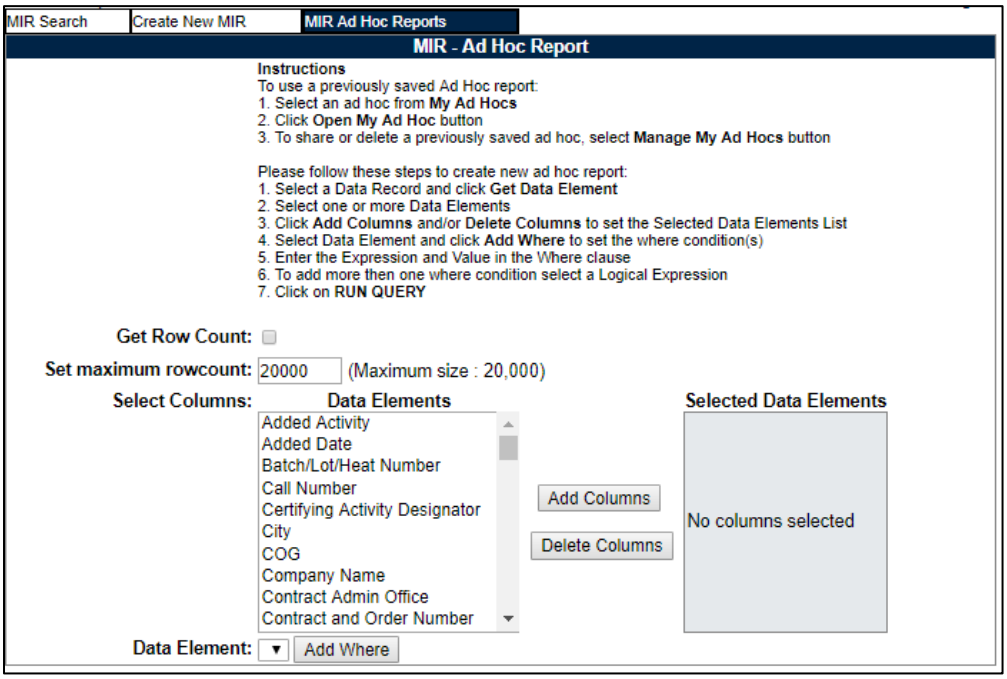


Figure 2.18

The Ad Hoc query generator can be used to generate a variety of reports from different PDREP modules. All results are downloadable to MS Excel spreadsheets. When the standard MIR Search provided by the MIR module is not sufficient, the Ad Hoc query generator can be used for the MIR module to display records based on user-defined criteria for all of the available MIR fields. For detailed information regarding the Ad Hoc feature, refer to the 'ADHOC Search User Guide'.

1. The Product Data Reporting and Evaluation Program (PDREP) ADHOC Search Tool User Guide. The User Guide can be located by clicking on the link here.

2. While working in the module the user guide page can also be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (see **Figure 2.19**).

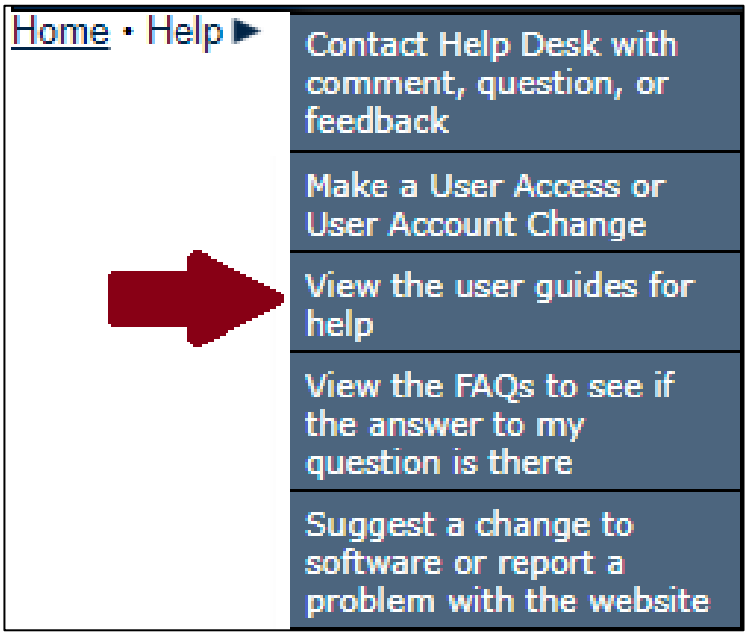


Figure 2.19

When either link is selected, the user will be navigated to the PDREP Guides and Manuals landing page (see **Figure 2.20**).

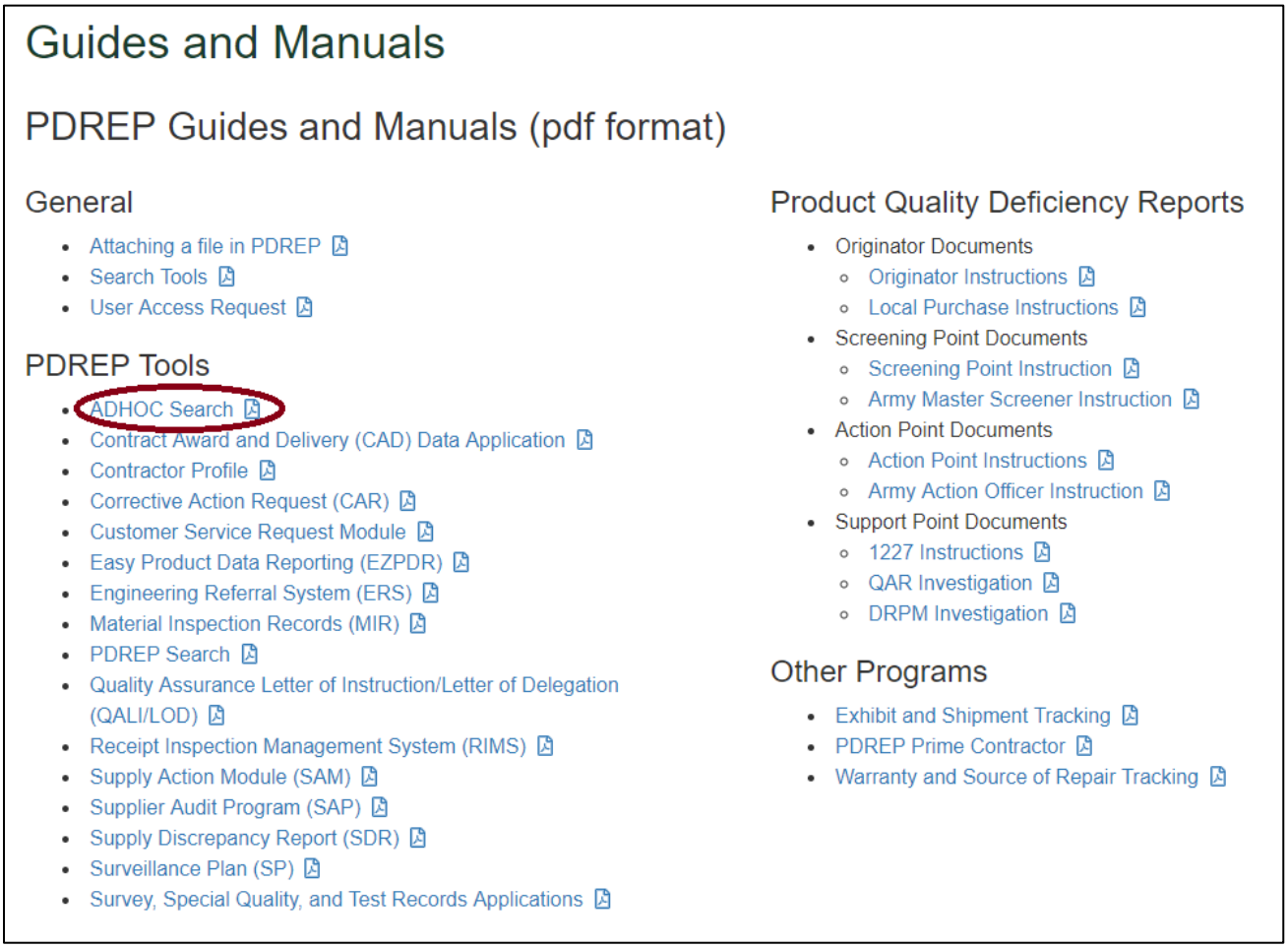


Figure 2.20

3 ADDITIONAL MIR FUNCTIONALITY

3.1 Adding Attachment(s) to a MIR

A. View attachment(s)

To view attachment(s) associated with a MIR:

1. To add or view an attached document(s), click the Add/View Attachments button at the bottom of the Material Inspection Record – Add/Edit screen (see **Figure 2.9** or **Figure 2.10**).

2. The Upload Attachments page will then open (see **Figure 3.1**).

3. If there is an attached document associated with the MIR, it will be displayed (see **Figure 3.2**). If the MIR does not have an attached document, no results will populate.

4. Clicking the Filename of the attachment listed will allow for downloading and viewing of the attachment.

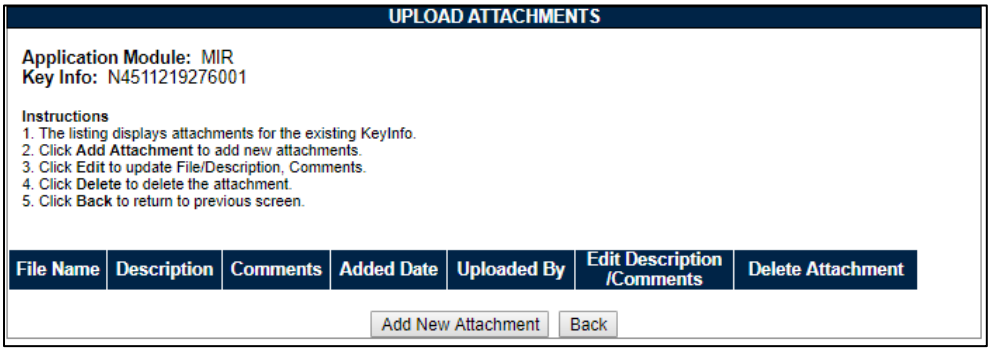


Figure 3.1

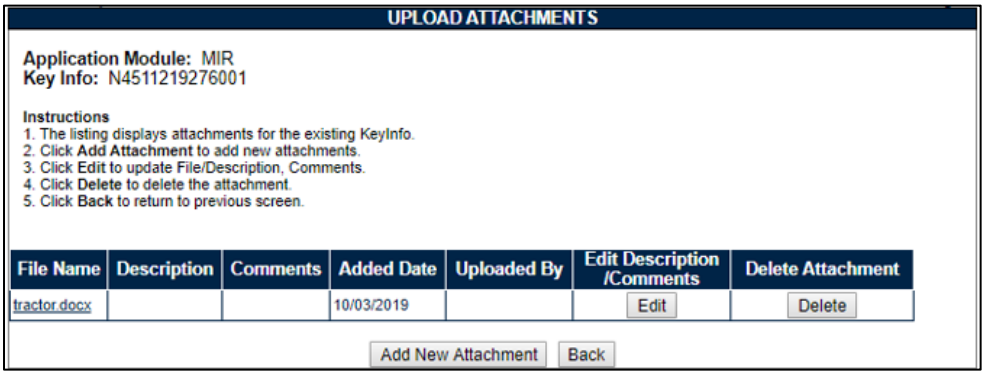


Figure 3.2

B. Add Attachment(s)

To Add an Attachment to a MIR:

1. From the Upload Attachment page, select Add New Attachment button (See **Figure 3.1)**.

2. The Upload Attachment(s) page will then be displayed (see **Figure 3.3**).

3. Select the Browse button to locate the document needing to be attached. Up to three files may be uploaded at once.

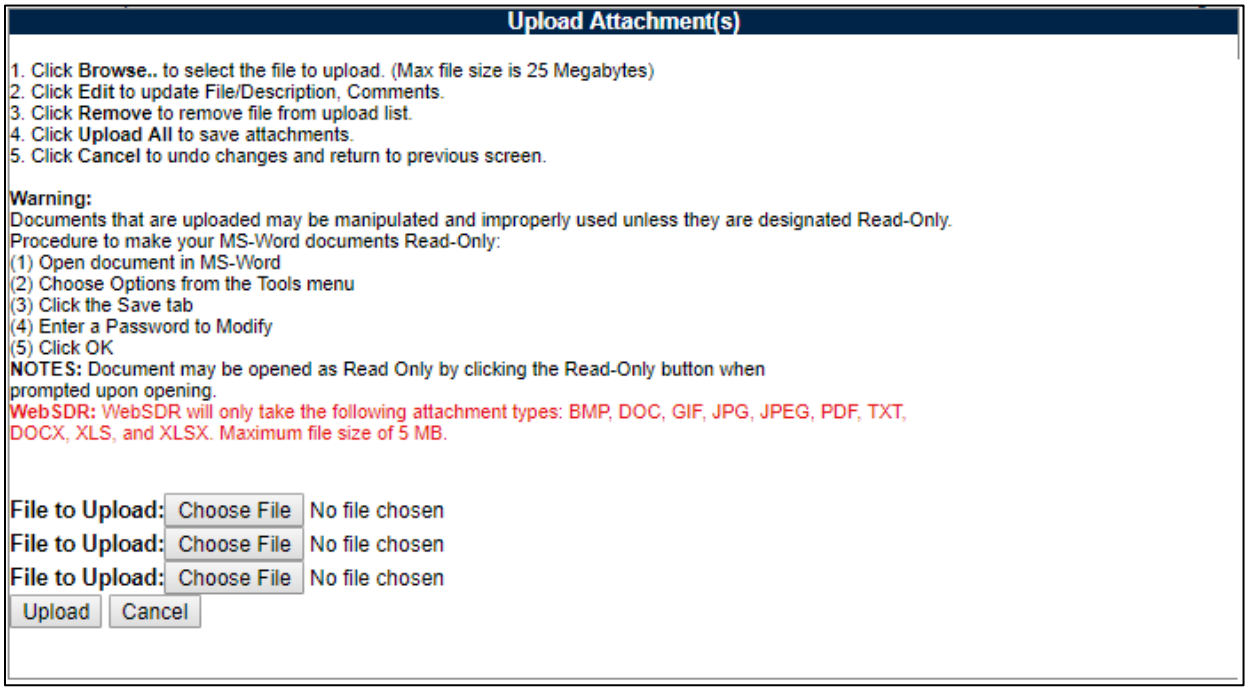


Figure 3.3

4. Click the Upload button to attach the document(s).

5. Once a document has been uploaded, the user has the ability to edit or delete the attachment before returning to the MIR.

6. Select the Back button to return to the MIR or select the Add New Attachment button to continue.

4 SUMMARY

This concludes the Material Inspection Record (MIR) user guide.

Content provided within this document is maintained by the PDREP-AIS Team at the Naval Sea Logistics Center Portsmouth.

This user guide is intended as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments, or concerns regarding the MIR module or this guide should be directed to the PDREP Customer Support Desk.

Contact us by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application.

Appendix 1: INSPECTION ATTRIBUTES TAB

CODE	LITERAL	DESCRIPTION
01	DOCUMENTATION	Documents (software) pertaining to the shipment are complete in quantity and applicable to the procurement document. This is only a check to be sure that the deliverable items listed on the DD Form 1423 Contract Data Requirements List (CDRL) are received.
02	DAMAGE	Function or quality of material not impaired or degraded by damage. Do not use for shipping damage caused by carrier.
03	PRESERVATION, PACKING AND LABELING	Preservation, packaging, packing and labeling of each per the procurement document or specification.
04	VISUAL	A visual examination to be sure that material meets cleanliness or quality requirements of the procurement document or specification. **NOTE:** *Record defects first noted by visual examination and later confirmed by technical inspection only under the applicable technical attribute code.*
05	MATERIAL IDENTIFICATION (MARKING)	Nomenclature, numbers or symbols are affixed to the material to provide identification or traceability. The identification markings must meet the requirements of the contract or specification. For certain small items, identification markings may be applied to the material container. Examples of required markings include heat, lot, specification, grade, class, type, size, pressure rating, NDT symbols, warning plates, nameplates, decals, etc.
06	MATERIAL VERIFICATION (CERT REVIEW)	Verification of chemical, mechanical, or physical properties by review of certification results. This is a comparison of recorded data to the technical requirements of the contract or specification. When an activity actually performs material verification testing, use attributes 61 through 65 to record the test results.

CODE	LITERAL	DESCRIPTION
07	RADIOGRAPHY	Radiography test results comply with contract or specification requirements.
08	MAGNETIC PARTICLE	Magnetic particle test results comply with the requirements of the contract or specification.
09	ULTRASONIC TEST	Ultrasonic or Eddy Current test results meet Contract or specification requirements.
10	LIQUID PENETRANT TEST	Liquid Penetrant test results comply with contract or specification requirements.
11	OPERATIONAL/ FUNCTIONAL TEST	Material meets operational or functional tests required by the contract or specification. These tests may be performed by the inspection activity or verified by review of test reports submitted by the contractor. Examples include cycle, vibration, acoustical performance (noise) or calibration tests.
12	PRESSURE TEST	Hydrostatic, air, gas, or hydraulic tests comply with contract or specification requirements.
13	ELECTRICAL/ELECTRONIC TEST	Insulation resistance, continuity, or electrical and electronic tests must meet the requirements of the specification or contract.
14	MISSING/WRONG/ IMPROPERLY ASSEMBLED PARTS	Material was shipped with either parts missing or wrong parts installed. Also use this attribute to record defects such as incorrectly torqued fasteners or improperly assembled parts. Do not use this attribute to record shortages in shipment.
15	DIMENSIONS	Measurements of material are within tolerance specifications. Examples are length, width, height, wall thickness, bolt hole locations, thread form, etc.

CODE	LITERAL	DESCRIPTION
16	WELDING	Welding joint detail, test specimens, weld deposit dimensional tolerances, or visual welding requirements comply with the contract or specification.
17	BRAZING	Brazed joint detail, test specimens, braze deposit dimensional tolerances, or visual brazing requirements comply with the contract or specification.
18	SOLDERING	Soldered joint detail, test specimens, solder deposit dimensional tolerances, or visual soldering requirements comply with the contract or specification.
19	FINISH	Surface finish meets the requirements of the specification, drawing or contract. This includes micro inch smoothness of machined parts as well as uniform application of plating and finishes.
20	SHELF LIFE	Manufacture dates of items with established shelf life requirements are within the date ranges of the contract or specification. This includes flexible hose, O-rings, resilient mounts, paints, adhesives, and similar items.
21	TECHNICAL DATA	Technical data for maintenance, repair, operation or installation of material meets the requirements of the contract or specification.
22	MERCURY FREE	Vendor complies with ‘Mercury Free Clause notice to Vendor’ as required by the procurement document.
23	SPECIAL PROCESS PROCEDURE APPROVAL	Procedures used by the contractor for special processes have been approved as required by the contract. This generally applies to specialized Non-Destructive Testing or production processes.

CODE	LITERAL	DESCRIPTION
24	MANUFACTURING PROCESS	The items were manufactured or fabricated using the manufacturing process specified in the contract. An example would be seamless versus welded pipe.
25	DESIGN EVALUATION TESTS	Shock, vacuum, salt spray, immersion, burst, impact, or endurance tests were performed as required by contract.
26	IMPLODABILITY	Any pressure housing containing a non-compensated compressible volume at a pressure below the external ambient sea pressure (at any depth down to maximum operating depth) which has the potential to collapse. Any implodable volume, which by imploding affects the safety of DSS personnel.
27	EXPLODABILITY	Any pressure housing containing a volume of gas, at a pressure above the external ambient sea pressure (at any depth) which has the potential to burst. Any explodable volume, which by exploding affects the safety of DSS personnel.
28	TOXICITY	Any nonmetallic and some metallic materials that can be exposed to a DSS breathable atmosphere shall be considered a potentially toxic material. The toxicity of these materials results from the release of volatile solvents, semi-volatile plasticizers, incompletely polymerized materials, and other vaporized compounds.
29	FLAMMABILITY	Any material that will ignite or explode from an electric spark or from heating and which, if so ignited will independently support combustion in the presence of air or any oxygen enriched atmosphere that may be encountered in the DSS under either normal or emergency conditions shall be considered a potentially flammable material.
30	WRONG ITEM SHIPPED-REJECTS ONLY	Indicates that the item received was not the item indicated by either the contract or shipping document. Issue a Report of Discrepancy (ROD) for this type of defect.

CODE	LITERAL	DESCRIPTION
31	FLASH POINT	Determines that the flash point of both the individual paint components and the mixed coating are within ranges specified in the contract or specification.
32	APPLICATION CHARACTERISTICS	To ensure that the mixed coating can be applied correctly using the appropriate equipment.
33	CONDITION IN CONTAINER	Inspection of each individual component of the paint to assure it hasn't settled, separated, or otherwise deteriorated in the can.
34	MASS PER LITER	Weight measurement of each individual component of the paint. This attribute can apply to any density measurement as is defined in the method.
35	COLOR	Measurement of the mixed coating color of the dry film to assure it matches the color that was ordered.
36	VISCOSITY	Measures the viscosity of the mixed coating to assure it matches the manufacturer's advertised values.
37	FINENESS OF GRIND	Measurement of fineness of dispersion of the pigment-vehicle in each of the paint's individual components to assure they match the specification.
38	POT LIFE	Verifies that the mixed coating is useable for the time period required by the contract or specification.
39	DRY TIME	Assures the mixed coating will dry within the required time period listed in the specification.
40	SAG RESISTANCE	Measures the mixed coating's ability to be applied in a manner that produces the desired thickness.

CODE	LITERAL	DESCRIPTION
41	APPEARANCE OF DRY FILM	Visual inspection of paint as it relates to paint blistering and fisheyes.
61	QUANTITATIVE CHEMICAL ANALYSIS	Material testing performed to determine the exact concentration or constituent elements present. This precise analysis assures conformance to the chemical requirements of the material specification.
62	SEMI-QUANTITATIVE CHEMICAL ANALYSIS	Material testing performed to determine the approximate concentration of alloy characterizing elements. This alloy identification assures material identity.
63	GENERIC MATERIAL VERIFICATION	Material tested using direct and rapid analysis methods such as color tests, acid spot test, magnet, etc. These tests only identify materials by family of material. **NOTE:** *If an activity performs either semi-quantitative or quantitative analysis to verify suspect generic material tests, do not record defects under attribute 63. Semi-quantitative or quantitative chemical analysis provides more precise results. As generic tests do not identify the constituent elements, this attribute should normally not be used for rejection of material. Confirm rejections by using semi-quantitative or quantitative analysis.*
64	MECHANICAL PROPERTIES VERIFICATION	Material tested to determine mechanical properties such as strength, elongation, reduction in area, yield, hardness, etc. These types of tests assure conformance to the mechanical properties specification requirements.

CODE	LITERAL	DESCRIPTION
65	MECHANICAL PROPERTIES INDICATOR	Material tested using hardness test values to approximate tensile strength. **NOTE:** *If unsatisfactory hardness test results are confirmed by mechanical properties verification test, record the inspection under attribute 64. Do not record any entry under attribute 65. When hardness values do not directly relate to the tensile strength of the material, they should not be used for rejection. Do not reject material under attribute 65 unless hardness values are a stated requirement of the contract or specification. Whenever possible, perform mechanical properties verification tests to validate hardness results.*
66	MATERIAL CLEANLINESS VERIFICATION	Material conforms to specified cleanliness requirements of the contract or specification by examination of material, packaging and certifications, as applicable. For contracts or specifications that do not reference cleanliness requirements, report material that does not meet generally acceptable commercial or industry standards for cleanliness and would require cleaning prior to use.
88	NOT APPLICABLE	NOT APPLICABLE

Appendix 2: DATA DICTIONARY

Column Name	Data Type	Length	Description
BATCH NUMBER	NUMBER	6	The batch number assigned to the file when it is loaded.
CAGE CODE (CONTRACTOR OR MANUFACTURER)	CHAR	5	Contractor and Government Entity (CAGE) Code (as found in the DLA Cataloging Handbook) of the contractor or government activity referenced in the report. Must be a valid current CAGE code.
CERTIFYING ACTIVITY DESIGNATOR	VARCHAR2	4	The Certifying Activity Designator (CAD) assigned by SEA 07Q to activities that can certify Level 1, SUBSAFE, or TARGET material.
CONTRACT DELIVERY DATE	DATE		The date agreed to by the vendor in the contract (or its subsequent modifications) by which the material will be delivered to the customer.
CONTRACT NUMBER	VARCHAR2	13, 16 OR 17	Unique number assigned to the contract consisting of the government activity's Department of Defense Activity Address Code (DODAAC), contract fiscal year, instrument code, contract sequence, and line item. When the ninth position (instrument code), is A, D, or G, the four positions Call/Order Number shall supplement the thirteen-position procuring activity contract number. Material purchased with a government credit card will use a 16 character contract number associated with the credit card number used to purchase the material.
CONTRACT UNITS RECEIVED	NUMBER	6	The number of units received expressed in the units of measure ordered on the contract (i.e. ft., lbs., bxs, etc.).
DEFECTIVE MATERIAL REPORT NUMBER	VARCHAR2	20	Internal Defective Material Report (DMR) number for rejected lots.

Column Name	Data Type	Length	Description
DOLLAR VALUE DEFECTIVE	NUMBER	7	Whole dollar value of the units rejected based on the reported inspection.
DOLLAR VALUE RECEIVED	NUMBER	7	Whole dollar value of the inspected lot (round up or down as appropriate).
DRAWING NUMBER	VARCHAR2	25	Drawing number on which the material was procured.
END DATE	DATE		When searching MIRs. Format (XX/XX/XXXX). The date the MIR was created. This field is the end of the date range used to search for an existing MIR.
FABRICATION SPECIFICATION	VARCHAR2	25	Specification required by the contract for material fabrication.
FSC	CHAR	4	A four position Federal Supply Classification (FSC) Code from the FSC Indexes Cataloging Handbook.
HEAT NUMBER	VARCHAR2	20	The unique number assigned to material identifying a common batch or pour by the activity that produced the material.
INSPECTING DCMA	CHAR	YES/NO	Will DCMA be inspecting the material?
INSPECTION COMPLETION DATE	DATE		The date the MIR was reviewed and completed for release by the supervisor.
INSPECTION LOT SIZE	NUMBER	6	Total number of product units in the lot to which the record pertains.
JOB ORDER NUMBER	VARCHAR2	10	The job order applicable to lot.

Column Name	Data Type	Length	Description
LOCATION	VARCHAR2	7	The building or location where the inspection was performed.
LOT NUMBER	VARCHAR2	20	A unique vendor identification number assigned to a lot of material. Mandatory if known for Level I material.
LOW SERIAL NUMBER	NUMBER	3	The low serial number assigned to the lot covered by one MIR document. The resulting serial number range is used to verify Level 1/SUBSAFE Material Identification Codes.
MATERIAL DESCRIPTION	VARCHAR2	50	Brief description of the product inspected.
MATERIAL DESIGNATOR	NUMBER	3	For Level 1/SUBSAFE (L1/SS) certified material, enter the Material Identification Code (MIC) material designator exactly as provided in the latest version of NAVSEA 0948-LP-045-7010, Vol. 2

Column Name	Data Type	Length	Description
MATERIAL LEVEL CODE	NUMBER	2	The Material Level Code indicates the level of essentiality. Below is the list of Codes: 1: QA-1, QC-22; Level 1 Non-nuclear 2: QA-2, QC-99, CIM 3: QA-3, QC-77, Non-level 4: QA-A; Level 1 Nuclear 5: QA-G; Non-Naval Nuclear Material 6: QA-4, QC-33; Non-Level 1 Non-nuclear 7: QA-C; Non-Level 1 Nuclear 9: QA-D, Non-Level2, Level III Nuclear (NCM) 10: QA-E, Non-naval Nuclear Material 20: Flight Critical (NAVAIR) 21: Not applicable
MATERIAL SPECIFICATION	VARCHAR2	25	Specification required by the contract for the material.
NIIN	CHAR	9	A nine-position National Item Identification Number (NIIN) of the material; component of the National Stock Number (NSN).
NOTES	VARCHAR2	15	Notes written about the inspection.
NSN COG	CHAR	2	A two character alphanumeric code (from the Federal Supply Catalog ML Management Data List C1, Volume 2) for the activity having cognizance over the material.

Column Name	Data Type	Length	Description
NSN FSC	CHAR	4	A four position Federal Supply Classification (FSC) Code (from the FSC Indexes Cataloging Handbook, H2) for the material referenced in the report. FSC must exist in the REFFSC table.
NSN NIIN	CHAR	9	National Item Identification Number for the item which includes the National Codification Bureau (NCB) code. If the item is purchased locally and does not have a NIIN this would be the Local Stock Number (LSN).
NSN SMIC	CHAR	2	Navy Special Material Identification Code (SMIC) from the Federal Supply Catalog ML Management Data List C1 Vol. 2.
PROCESS INSTRUCTION NUMBER	VARCHAR2	8	The instruction number or identification number of instruction used to inspect the lot.
PRODUCTION UNITS DEFECTIVE	NUMBER	6	Total number of units rejected based on the reported inspection.
RCN NUMBER	CHAR	8	Computer generated field. The first six-positions are the originating DODAAC followed by two-position calendar year that is followed by a sequential four-position numeric serial number. Each RCN is unique and present when a PQDR is originated as a result of a MIR.
REJECT INDICATOR	CHAR	YES/NO	Indicates whether or not the lot was rejected based on inspection findings. ‘Y’ if production units’ defective is greater than 0. Defaults to ‘N’
REMARKS	VARCHAR2	1000	Miscellaneous text.

Column Name	Data Type	Length	Description
REPORTING ACTIVITY / DODAAC	CHAR	6	The DoDAAC of the activity where the MIR originated.
REQUISITION NUMBER	VARCHAR2	14	The requisition activity number, e.g. requisition purchase request
SERIAL NUMBER	CHAR	8	Unique serial number comprised of the year (2 positions) and the activity assigned Serial Number (6 positions). The high eight-digit serial number assigned to the lot. A serial number will not be duplicated within any given calendar year.
SHIP OR PROJECT NUMBER	VARCHAR2	15	The hull type and number or project code. For control of non-level material (a.k.a. Controlled Industrial Material, CIM) inputting CIM in the first three spaces is mandatory.
START DATE	DATE		When searching MIRs. Format (XX/XX/XXXX). The date the MIR was created. This field is the start of the date range used to search for an existing MIR.
DOD UNIQUE ITEM IDENTIFIER	VARCHAR2	78	DoD Unique Item Identifier input either manually or by scanning a Barcode that contains the materials UII data.