Product Data Reporting and Evaluation Program (PDREP)

Contractor Profile

User Guide
01 June 2019
# TABLE OF CONTENTS

FOREWARD ..................................................................................................................................................3

INTRODUCTION ........................................................................................................................................4

1 LOGGING INTO PDREP ............................................................................................................................5

2 SEARCHING CONTRACTOR PROFILE ....................................................................................................6
  2.1 LOOKUP CAGE CODE, DODAAC, AND FSC ..................................................................................8

3 VIEWING THE CONTRACTOR PROFILE REPORT ..................................................................................9
  3.1 CORRECTIVE ACTION REQUEST (CAR) ..........................................................................................12
  3.2 QUALIFIED PRODUCTS LIST (QPL) ..............................................................................................13
  3.3 DELIVERY PERFORMANCE (DELIVERY SUMMARY AND DELIVERY DETAIL) .........................14
  3.4 MATERIAL INSPECTION RECORD (MIR) .......................................................................................17
  3.5 PRODUCT QUALITY DEFICIENCY REPORTS (PQDR) .....................................................................21
     PQDR DETAILED CAUSE CODES ....................................................................................................24
  3.6 SUPPLY DISCREPANCY REPORT (SDR) ........................................................................................28
  3.7 SURVEY REPORTS ..........................................................................................................................32
  3.8 TEST REPORTS ...............................................................................................................................36
  3.9 SPECIAL QUALITY DATA ................................................................................................................38
  3.10 BULLETINS ....................................................................................................................................40
  3.11 PROCESS AUDIT REPORT ............................................................................................................42
  3.12 SUPPLIER PERFORMANCE RISK SYSTEM ...................................................................................45
  3.13 PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM – REPORT CARD (PPIRS-RC) ........46

4 SUMMARY ..............................................................................................................................................48
FOREWARD

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Its purpose is to assist users with the Contractor Profile portion of PDREP and its application functionalities only.

References:

1. SECNAV 4855.3C
2. NAVSO P-3683
3. NAVSEA INST 4855.39
INTRODUCTION

The Product Data Reporting and Evaluation Program (PDREP) – Contractor Profile application was developed for the Department of the Navy (DON) as a tool to report Contractor information including but not limited to Product Quality Deficiency Reports (PQDR), Corrective Action Request (CAR), Supply Discrepancy Reports (SDR), Quality Assurance Representative (QAR), Contactor information and Point of Contact (POC), Material Inspection Results (MIR), Surveillance Plan, Delivery Performance, Delivery Detail, Special Quality Data (SQD), Process Audit Report, and DoD PPIRS-SR Information.

A Contractor has limited access to data concerning only their company. U.S. Government Employee receives full access to Contractor Profile and may view any Company with a Cage Code.

The PDREP Contractor Profile application is accessible via the Product Data Reporting and Evaluation Program home page: https://www.pedrep.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.

To update your access to the PDREP-AIS system an Access Change Requests must be submitted. The User Access request form is available within the PDREP-AIS application. Once logged into the PDREP-AIS click ‘[Your Name]’ in the upper right corner of the page, click ‘Click Here’ to update profile information, click ‘Access Change Request’ tab, Update access request as desired. Enter a narrative to describe your change request and click submit account change request button.

Request changes or improvements to the PDREP-ACHOC application or the 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 Shipyards
Portsmouth, NH 03804-5000
1 LOGGING INTO PDREP

A. Logging into PDREP: follow the below link to https://www.pdrep.csd.disa.mil/

B. Click “PDREP Login” under PDREP Access (Figure 1.1).

C. Upon arrival at the PDREP Homepage, click DoD CAC Login (located under PDREP Access).

D. On the DOD Warning and Consent Banner, select Accept (selecting decline will close the banner and you will have to start the login process over). And the application will direct you to the PDREP home page.
2 SEARCHING CONTRACTOR PROFILE

A. Under PDREP Reports, select “Contractor Profile” (Figure 2.1). This will bring you to the Contractor Profile page (Figure 2.2).
Figure 2.2

B. All fields marked with (M) are mandatory information.

1. **End Date**: Enter the LAST date for the report (field defaults to current date).

2. **Enter Contractor and Government Entity (CAGE) Code**: See Cage Code lookup Figure 2.3.

3. **For**: Select Radial button for how many years of data (from the End Date) are requested. Default setting for radial range is 2 years. NOTE: Depending on data size, the report could possibly not pull. In this case, set the years of data to a lower range.

4. **FSC Code**: Input a FSC (Federal Supply Class) to only show information related to that FSC in the report – See FSC lookup Figure 2.4.

5. **Reporting DoDAAC**: (Department of Defense Activity Address Code) can be added to only show reports generated from the specified DoDAAC, leave blank to show reports from any DoDAAC. – See DoDAAC Lookup Figure 2.5.

6. **SYSCOM(s)**: Select “ALL” to display reports from all Syscom or select a specific selection in the dropdown to shows reports associated only to that Syscom.

7. Ensure all boxes under MIR/PQDR Data Type are selected to show all available data type in the report or make specific selections if desired. Nuclear or Non-Nuclear selection will show MIR/PQDR information for materials ordered for Nuclear Systems or Nun-Nuclear Systems. Material Level Summary will display...
the material level codes. Selecting “Narratives” will display the PQDR Description of Deficiency on the report without having to click the RCN number which displays another page to view the information.

8. Upon completion of entering required data, select “Run Report” and your data will populate.

2.1 LOOKUP CAGE CODE, DODAAC, AND FSC

![Lookup CAGE](image)

**Figure 2.3**

A. Selecting “Lookup” on the CAGE Code will display the Lookup CAGE page. Follow the instructions on the page to perform a search of an existing CAGE Code.

![Lookup FSC](image)

**Figure 2.4**

B. Selecting “Lookup” on the FSC Code will display the Lookup FSC page. Follow the instructions on the page to perform a search of an existing FSC Code.
C. Selecting “Lookup” on the Reporting DoDAAC will display the Lookup DoDAAC page. Follow the instructions on the page to perform a search of an existing DoDAAC.

3 VIEWING THE CONTRACTOR PROFILE REPORT

Figure 3.1
A. The Contractor Profile will appear similar to Figure 3.1. The Data fields on the Contractor Profile are explained below:

1. **Run:** The date report was generated.
2. **For Period:** The provided date range for the Contractor Profile report.
3. **Name and Address:** Name and Address of the Company.
4. **CAGE:** Contractor and Government Entity (CAGE) of the company.
5. **Entity:** The type of work performed by the contractor.
6. **DUNS:** Data Universal Number System (DUNS). DUNS is a unique nine-character number used to identify a company. The federal government uses the DUNS number to track how federal money is allocated.
7. **Phone:** The phone number associated to the contractor.
8. **SYSCOM:** Systems Command (SYSCOM), this populates from your search criteria. Either “ALL” is selected or a specified SYSCOM (i.e. NAVSEA, NAUSUP, etc.)
9. **DODAAC:** Department of Defense Activity Address Code (DoDAAC), left blank unless you specified in your search the Reporting DODAAC.
10. **FSC CODE:** Federal Supply Class Code (FSC), defaults to “ALL” unless specified to only search information with a specific FSC.
11. **Generic FSC:** Generic Nomenclature for the specified FSC, defaults to “ALL”.
12. **CAO:** Contract Administration Office (CAO), the administrating or activity assigned to perform contract administration functions in accordance with 48 CFR Chapter 1.
13. **Surveillance Plan INFO:** The data is entered by DCMA and is pulled from Facility Oversight Plant (FOP) to show the Surveillance Plan Number. DCMA and the contractor must maintain an effective management system and must be able to change the system without significant government intervention.
   i. **Quality Assurance Representative (QAR):** Provides the US Government QAR assigned to the Contractor and their applicable information. (Figure 3.1).
CONTRACTOR:

DODAAC

CAGE  POC Name  Phone Number

CPARS  CPARS  

Email Address: TEST@NAVY.MIL
Associated CAGE Code(s): No associated CAGE(s) found

HIGHEST CONTRACTUALLY IMPOSED QUALITY ASSURANCE PROVISION

Provision: 01 - 52.246-2 - Standard Form 32

FSC(s): No associated FSC(s) found.

CORRECTIVE ACTION REQUEST (CAR)  

<table>
<thead>
<tr>
<th>CAR NUMBER</th>
<th>DEFECT ATTRIBUTE</th>
<th>CTR COMPLETE</th>
<th>CTR COMPLETE DATE</th>
<th>QAR ACCEPT/REJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPARS-2017-2</td>
<td>63</td>
<td>YES</td>
<td>22-MAR-17</td>
<td>YES</td>
</tr>
<tr>
<td>CPARS-2017-1</td>
<td>5AD</td>
<td>NO</td>
<td>25-MAR-17</td>
<td></td>
</tr>
<tr>
<td>CPARS-2017-4</td>
<td>63</td>
<td>YES</td>
<td>31-MAR-17</td>
<td>YES</td>
</tr>
<tr>
<td>CPARS-2017-5</td>
<td>63</td>
<td>YES</td>
<td>31-MAR-17</td>
<td></td>
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<td>63</td>
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<td></td>
</tr>
<tr>
<td>CPARS-2017-3</td>
<td>63</td>
<td>YES</td>
<td>05-APR-17</td>
<td></td>
</tr>
</tbody>
</table>

Figure 3.2

B. The Contractor section shows the Department of Defense Activity Address Code (DoDAAC), Contractor and Government Entity (CAGE), Point of Contact information for the company, Highest Contractually Imposed Quality Assurance Provision, and Products supplied to the Naval Special Emphasis Program (NSEP). (Figure 3.2)

*NOTE - Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.
3.1 CORRECTIVE ACTION REQUEST (CAR)

A. This result gives a basic view of CARs that have been issued to the Contractor. (Figure 3.2)

1. **CAR number:** The created and issued corrective action request number to the contractor, this number identifies a noncompliance or a violation that needs to be corrected. The number consists of the CAGE Code, four-digit year and a sequential number for that CARs issued for that CAGE and year.

2. **Defect Attribute:** Type of deficiency that was identified.

3. **CTR complete:** Yes/No if the contractor has completed the CAR and rectified the deficiency.

4. **CTR complete date:** The response due date given to the contractor.

5. **QAR Accept/Reject:** Yes/No if the QAR accepts or rejects the contractor’s response to the issued CAR.

B. To get a detailed view, submit access request to “Corrective Action Request” Application in PDREP and access the module through the main page of the PDREP AIS.

*NOTE – Contractors that request access to CAR will only be able to view and answer CARs associated to their Cage Code and DoDAAC. Same rules apply to Contractors with access to this Report Tool (Contractor Profile).

C. A Corrective Action is Defined as:

1. A Corrective Action Request (CAR) is issued to the contractor to identify and correct all instances of noncompliance with established methods for processing product, controlling quality systems or violation of contract/purchase order requirements.

2. A CAR is issued for the presentation of nonconforming product to the Government or Government observance of a nonconformance during process evaluation and surveillance and product inspections.

3. CARs shall be documented and issued for all NSEP non-conformances. Before issuing any CARs, the QAR will assure that the condition is a violation of a contract requirement or the contractor’s established method and/or procedure. Assistance in reaching these conclusions may be obtained from the CMO NSEPM, DNSEPC, or the customer.

*NOTE - Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.
3.2 QUALIFIED PRODUCTS LIST (QPL)

A. A Qualified Products List (QPL) is a listing of products or family of products that have met the qualification requirements set forth in the applicable specification, including appropriate product identification, tests or qualification reference, and the name and plant address of the manufacturer and authorized distributor. A QPL listing is used by government activities to determine approved sources of supply for items they wish to procure. (Figure 3.3)

*NOTE – DETAILED QPL INFO IS LOCATED AT www.dscc.dla.mil/programs/qmlqpl

<table>
<thead>
<tr>
<th>SPECIFICATION</th>
<th>FSC</th>
<th>ISSUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILS1222</td>
<td>9999</td>
<td>03-MAR-15</td>
</tr>
</tbody>
</table>

Figure 3.3

1. **Specification**: Lists the specification number created for the QPL that is associated to the CAGE code.
2. **FSC**: The associated Federal Supply Class for the QPL.
3. **Issue Date**: The date the QPL was added.

Figure 3.4
B. Clicking on the Specification number will bring you to the basic view page (Figure 3.4). The QPL Data fields are described below:

1. **Record Control Number (RCN)**: The created number for the report.
2. **Issue Date / Added Date / Update Date**: Issue date is when the QPL was issued. Added date is the date the record was created. Update is any updates to the record.
3. **CAGE Code**: The Contractor and Government Entity for which the QPL is associated to.
4. **FSC**: The associated Federal Supply Class for the QPL.
5. **Commodity**: Type of material
6. **Specification**: The specification number created for the QPL that is associated to the CAGE code.

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

3.3 **DELIVERY PERFORMANCE (DELIVERY SUMMARY and DELIVERY DETAIL)**

A. Information is derived from Contract Award and Delivery Data (CAD). (Figure 3.5)

B. PDREP receives contract award and delivery data by electronic data transfer from the DoD’s Wide Area Work Flow (WAWF), Electronic Document Access (EDA), and the Defense Contract Management Agency (DCMA) Mechanization of Contracts Administration Services System (MOCAS) automated information technology systems. Data related to your organization may already be partially collected or collected in its entirety by PDREP (if your organization uses those systems).
### Delivery Performance Summary

<table>
<thead>
<tr>
<th>Activity Name</th>
<th>Time Frame</th>
<th>CLINS Recd</th>
<th>CLINS Delinquent</th>
<th>CLINS Delinquent %</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLA</td>
<td>6 MOS</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1 YR</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DLA</td>
<td>6 MOS</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1 YR</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AV</td>
<td>6 MOS</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1 YR</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DODA</td>
<td>6 MOS</td>
<td>297</td>
<td>208</td>
<td>70</td>
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<tr>
<td></td>
<td>1 YR</td>
<td>483</td>
<td>246</td>
<td>57</td>
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<tr>
<td>DLA</td>
<td>6 MOS</td>
<td>69</td>
<td>30</td>
<td>43</td>
</tr>
<tr>
<td></td>
<td>1 YR</td>
<td>97</td>
<td>31</td>
<td>32</td>
</tr>
<tr>
<td>DLA</td>
<td>6 MOS</td>
<td>21</td>
<td>5</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>1 YR</td>
<td>27</td>
<td>5</td>
<td>19</td>
</tr>
<tr>
<td>NAVSHIPYD</td>
<td>6 MOS</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1 YR</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NAVSUP</td>
<td>6 MOS</td>
<td>2</td>
<td>2</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>1 YR</td>
<td>2</td>
<td>2</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>6 MOS</td>
<td>331</td>
<td>245</td>
<td>62</td>
</tr>
<tr>
<td></td>
<td>1 YR</td>
<td>881</td>
<td>284</td>
<td>50</td>
</tr>
</tbody>
</table>

### Delivery Detail

<table>
<thead>
<tr>
<th>DODAC</th>
<th>FSC</th>
<th>Contract No. / Order No.</th>
<th>CLINS</th>
<th>Due Date</th>
<th>Delivered</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td></td>
<td></td>
<td>000</td>
<td>20-DEC</td>
<td>OVERDUE</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td>000</td>
<td>24-APR</td>
<td>OVERDUE</td>
</tr>
</tbody>
</table>

**Figure 3.5**

C. The Delivery Performance Summary will appear (Figure 3.5). The Delivery Performance Summary Data fields are described below:

1. **Activity Name**: Location that performed the inspection.
2. **Time Frame**: Time frame of the data
3. **Contract Line Item Number (CLINS) Received**: Number of Line Items received from a Contract.
4. **Delinquent %**: Percent from the amount of CLINS received to the amount delinquent.

5. **Department of Defense Activity Address Code (DoDAAC)**: The activity code that placed a contract/order for items or services to be acquired.

6. **Federal Supply Code (FSC)**: A four-digit code used to group similar items together. Part of the National Stock Number for the material.

7. **Contract No. / Order No.**: The contract number or order number which details an agreed up service or purchase.

8. **Contract Line Item Number (CLIN)**: Used to specify the commodities being acquired for traceable accounting classification on a federal government contract.

9. **DUE DATE**: The agreed upon date to deliver the service or goods per the contract.

10. **DELIVERED**: The date of delivery or overdue if it has not been received.

D. Clicking on the Contract No. / Order No. will bring you to the Contract Award and Delivery Date – View Record page. (Figure 3.6)

1. **Date**: The date when the report was generated from Contractor Profile.

2. **Contract Number**: Contract the material or service was ordered on.


4. **Contract Admin Office**: The administrating or activity assigned to perform contract administration functions in accordance with 48 CFR Chapter 1.

5. **Award Date**: The date the contract was awarded.

6. **Added Date**: The date the contract information or record was added.

7. **Added Activity**: The government activity that uploaded the information.

8. **Update Date**: Date when an update or amendment was made to the information.

9. **Update Activity**: The last activity to add any updates.

---

**Contract Award and Delivery Data – View Record**

<table>
<thead>
<tr>
<th>Contract Number:</th>
<th>CAGE Code: CPARS</th>
<th>Award Date: 04/29/2014</th>
<th>Added Date: 05/08/2014</th>
<th>Added Activity: Update Date: 09/15/2016</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contract Item Number</th>
<th>FSC</th>
<th>NITIN</th>
<th>SMIC</th>
<th>Required Date</th>
<th>Delivery Date</th>
<th>Shipment Date</th>
<th>Acceptance Date</th>
<th>Shipment #</th>
<th>Mat Code</th>
<th>Mat-OK</th>
<th>Mat-OK Desc</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2990010001AA AB</td>
<td>04/29/2015</td>
<td>08/28/2015</td>
<td>08/28/2015</td>
<td>2</td>
<td>EA</td>
<td>$12,168.00</td>
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<td>04/29/2015</td>
<td>08/28/2015</td>
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<td></td>
</tr>
</tbody>
</table>

**Figure 3.6**
**NOTE - Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.**

### 3.4 MATERIAL INSPECTION RECORD (MIR)

A. Whenever a technical receipt inspection is performed, an MIR is required to be recorded IAW SECNAV Instruction 4855.3. MIR is the record generated as the result of a technical inspection of material or hardware. It is completed during source inspection or receipt inspection. A technical inspection is the performance of any test or inspection other than the routine check for count and damage. Activities must complete an MIR if material or hardware undergoes a technical receipt inspection, positive and negative. NAVSEA Shipyards Activities use the Receipt Inspection Management System (RIMS) within the PDREP-AIS to generate their MIRs. These MIRs, once complete, are documented in the PDREP-MIR System as well.

B. The Inspection Activity Summary (Figure 3.7) Data Fields are described below:

1. **Activity Name:** Location that performed the inspection.
2. **Time Frame:** Time frame of the data.
3. **Lots Received (Inspected Lots):** Number of Inspected Lots.
4. **Lots Deficient (Rejected Lots):** Number of Rejected Lots.
5. **Lots % Deficient:** The percentage of deficient lots compared to how many were received.
6. **Piece Received (Inspected Units):** Number of Inspected individual units from within each lot.
7. **Piece Deficient (Rejected Units):** Number of Rejected individual units from within each lot.
8. **Piece % Deficient:** The percentage of deficient units compared to how many were received.
9. **Lots GSI (Government Source Inspection (GSI) Inspect Lots):** Number of lots that were GSI (Government Source Inspection) Inspected. This is performed at the supplier location.
10. **GSI Deficient GSI Reject Lots:** Number of lots inspected via GSI that were deficient.
11. **Totals % Nuclear:** Total percentage that are Nuclear Lots. Nuclear Receipt Inspection is performed when the material is ordered for an end use within the scope of a Nuclear application.
C. The Material Level Summary (Figure 3.8) Data Points are described below:

1. **Material Level**: Type of material and its intended use.
2. **Time Frame**: Time frame of the data.
3. **Lots Received (Inspected Lots)**: Number of Inspected Lots.
4. **Lots Deficient (Rejected Lots)**: Number of Rejected Lots.
5. **Lots % Deficient**: The percentage of deficient lots compared to how many were received.
6. **Piece Received (Inspected Units)**: Number of Inspected individual units from within each lot.
7. **Piece Deficient (Rejected Units)**: Number of Rejected individual units from within each lot.
8. **Piece % Deficient**: The percentage of deficient units compared to how many were received.
9. **Lots GSI (Government Source Inspection (GSI) Inspect Lots):** Number of lots that were GSI (Government Source Inspection) Inspected. This is performed at the supplier.

10. **GSI Deficient GSI Reject Lots:** Number of lots inspected via GSI that were deficient.

11. **QA-1, QC-22, Level 1:** Material ordered as Level 1 is intended for an end use within the Level 1 boundary.

12. **QA-2, QC-99, CIM:** Material ordered as Controlled Industrial Material has a wide variety of end uses.

13. **QA-3, QC-77, Non-Level:** Material ordered as Non-Level is intended for an end use outside of the L1 boundary.

14. **QA-A, Level 1 Nuclear:** Same as Level 1, intended for a Level 1 application that overlaps with the Nuclear boundary

15. **QA-C, Non-Level Nuclear:** Same as Non-Level 1, intended for a Nuclear application outside of the Level 1 boundary.

16. **QA-D, Non-Level 2:** Non-Level Nuclear Material, material that has same name as QA-C material but does not require the technical receipt inspection for its end-use.

---

**Figure 3.8**

**MATERIAL LEVEL SUMMARY**

<table>
<thead>
<tr>
<th>MATERIAL LEVEL</th>
<th>TIME FRAME</th>
<th>LOTS REC'D</th>
<th>LOTS DEF</th>
<th>LOTS % DEF</th>
<th>PIECE REC'D</th>
<th>PIECE DEF</th>
<th>PIECE % DEF</th>
<th>LOTS GSI</th>
<th>LOTS DEF</th>
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<tbody>
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<td>NOT APPLICABLE</td>
<td>6 MOS</td>
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<td>0</td>
<td>0</td>
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<td>1 YR</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>QA-1, QC-22, LEVEL 1</td>
<td>6 MOS</td>
<td>37</td>
<td>0</td>
<td>0</td>
<td>363</td>
<td>0</td>
<td>0</td>
<td>34</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1 YR</td>
<td>68</td>
<td>7</td>
<td>10</td>
<td>748</td>
<td>12</td>
<td>2</td>
<td>61</td>
<td>5</td>
</tr>
<tr>
<td>QA-3, QC-77, NON-LEV</td>
<td>6 MOS</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>84</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1 YR</td>
<td>10</td>
<td>1</td>
<td>10</td>
<td>514</td>
<td>197</td>
<td>36</td>
<td>9</td>
<td>0</td>
</tr>
</tbody>
</table>

D. The Reject Inspection Report Summary (**Figure 3.9**) Data Fields are described below:

1. **Inspecting DoDAAC:** Location that performed the inspection.

2. **FSC:** Federal Supply Code of the inspected item. A four-digit code used to group similar items together. Part of the National Stock Number for the material.

3. **MIR Number:** Serial Number assigned to the MIR. The combination of DoDAAC and Serial Number comprise the MIR’s Record Control Number (RCN). – Clicking this will bring you to the MIR.

4. **Inspection Date:** Date of Inspection.
5. **Contract Number**: Contract the material was ordered on.

6. **PQDR Serial Number**: The serial number that MIR is related to.

7. **Government Source Inspection Indicator**: If the material was inspected by a government representative or not.

8. **Attributes (Critical, Major, Minor)**: The effect of the issue or “How bad is the issue”.

9. **Defective Attributes**: The reported type of defect.

---

**Figure 3.9**

---

---

**E.** The Rejected Attribute Summary (**Figure 3.10**) are described below:

1. **Attribute Name**: Inspection attributes.

2. **Code**: Each attribute has its own code associated with it.

3. **Lots Deficient**: Number of total lots deficient for that particular attribute

4. **Pieces Deficient**: Number of total units deficient for that particular attribute.

5. **Critical (Lot & Pieces), Major (Lot & Pieces), and Minor (Lot & Pieces)**: The total lots/total units are broken up by their deficiency level (Critical/Major/Minor).
PRODUCT QUALITY DEFICIENCY REPORTS (PQDR)

A. The purpose of preparing product quality deficiency reports is to determine the cause of discrepancies, effect corrective action and prevent recurrences. These reports provide support for adjustment of property and financial inventory accounting records; information as a basis for claims against contractors; required corrective and preventative actions; disposition instructions, information for management evaluations and performance evaluations used in source selection. PQDRs will be submitted for deficiencies detected on new or newly reworked government-owned products that do not fulfill their expected purpose, operation, or service due to deficiencies in design, specification, materiel, software, manufacturing process, and/or workmanship. This includes premature failure of items within an identified warranty period or specified level of performance.

B. The Reporting Activity Summary (Figure 3.11) Data Fields are described below:

1. **Activity Name**: The activity that reported the deficient material.
2. **Time Frame**: The number of PQDRs reported against the CAGE code in the 6 months or 1-year time frame.
3. **CAT 1**: (Category 1) Critical defect which may cause death, injury, or severe illness; would cause loss or major damage to a weapon system; critically restricts combat readiness. Not to be used to expedite replacement parts.
4. **CAT 2**: (Category 2) Major or minor defect which does not meet the criteria set forth in Category 1.
5. **INFO**: Number of PQDRs submitted as Information Only.
6. **NUC**: Number of PQDRs submitted with a Nuclear Material Level Code.

7. **Total**: Total number of PQDRs submitted with the listed timeframe. “NUC” is a subset of the CAT 1 or CAT 2 column and does not add to the Total number.

---

**PRODUCT QUALITY DEFICIENCY REPORTS (PQDR) SF-368**

**REPORTING ACTIVITY SUMMARY**

<table>
<thead>
<tr>
<th>ACTIVITY NAME</th>
<th>TIME</th>
<th>ACT 1</th>
<th>ACT 2</th>
<th>INFO</th>
<th>NUC</th>
<th>OPEN</th>
<th>RESP</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVALSHIPYD NORFOLK</td>
<td>6 MOS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1 YR</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
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<tr>
<td>NAVALSHIPYD</td>
<td>6 MOS</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td></td>
<td>1 YR</td>
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<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>NAVSUP</td>
<td>6 MOS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>1 YR</td>
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<td>1</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>NAVUNSEAWARCENIV</td>
<td>6 MOS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1 YR</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TOTALS</td>
<td>6 MOS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1 YR</td>
<td>0</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>7</td>
<td>7</td>
</tr>
</tbody>
</table>

**Figure 3.11**

C. The PQDR DETAIL VIEW (**Figure 3.12**) are described below:

1. **Record Control Number (RCN)**: The created number for the PQDR.
2. **FSC**: The associated Federal Supply Class for the PQDR.
3. **CAT**: The Category (CAT) type for the submitted PQDR, either CAT 1 or CAT 2.
4. **ACT / INFO**: States if the PQDR is submitted for Action or Information only purpose.
5. **Prep Date**: Date when the PQDR was created.
6. **Contract No.**: The contract number that the deficient product was ordered on.
7. **Open**: Current status of the PQDR if it is still open or closed.
8. **SYSCOM**: Systems Command (SYSCOM) that submitted or generated the PQDR.

9. **Material Description**: Describes what the defective material.

10. **Detailed Cause Codes**: Selected category on the type of deficiency.

11. **Problem**: The Problem describes the deficiency found.

12. **Action**: Details the outcome of the investigation and to what type of corrective and preventative action will be taken on the Product Quality Deficiency Report.

13. **Corrective Action**: actions taken to correct the reported deficient item, all other defective stocked items, and those items in the supply pipeline. Corrective Action includes repair, replacement, alert notification, and segregation/screening/disposition of existing materiel. Also included are restitution actions for the defective items, e.g. full/partial credit, substitution of a like product.

14. **Preventive Actions**: Actions taken to prevent the deficiency’s recurrence. This may include design/specification/drawing changes, changes to procurement technical data packages for future buys, issuance of Quality Assurance Letters of Instructions, notices to Contractors, and process changes.

```
PQDR DETAIL (*NO = CLOSED NON_RESPONSIVE)

--------

C
A ACT/ PREP
RCN FSC T INFO DATE CONTRACT NO. OPEN SYS COM
--------------------- ----- ----- ----- ----------------- ------
-1032 5998 2 ACT 03-MAY-18 0001 YES NAVSUP

MATERIAL DESC: CIRCUIT BOARD
DETAILED CAUSE CODES:

PROBLEM: TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

ACTION: TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

Figure 3.12
```
<table>
<thead>
<tr>
<th>PQDR DETAILED CAUSE CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1AA MATERIAL, INCORRECT</strong></td>
</tr>
<tr>
<td><strong>1AB Blank Intentionally</strong></td>
</tr>
<tr>
<td><strong>1AC WELDING</strong></td>
</tr>
<tr>
<td><strong>1AD COATING, PROTECTIVE</strong></td>
</tr>
<tr>
<td><strong>1AE MARKING IMPROPER</strong></td>
</tr>
<tr>
<td><strong>1AF INSTALLATION IMPROPER</strong></td>
</tr>
<tr>
<td><strong>1AG Blank Intentionally</strong></td>
</tr>
<tr>
<td><strong>1AH MANUFACTURING /FABRICATION</strong></td>
</tr>
<tr>
<td><strong>1AI SOLDERING INADEQUATE</strong></td>
</tr>
<tr>
<td><strong>1AJ LUBRICATION IMPROPER</strong></td>
</tr>
<tr>
<td><strong>1AK DOCUMENTATION MISSING</strong></td>
</tr>
<tr>
<td><strong>1AL Blank Intentionally</strong></td>
</tr>
<tr>
<td><strong>1AM DAMAGED (VISUAL)</strong></td>
</tr>
<tr>
<td><strong>1AN COMPONENT FAILURE.</strong></td>
</tr>
<tr>
<td><strong>1AO Blank Intentionally</strong></td>
</tr>
<tr>
<td><strong>1AP BRAZING</strong></td>
</tr>
<tr>
<td><strong>1AQ BONDING</strong></td>
</tr>
<tr>
<td><strong>1AR POTTING</strong></td>
</tr>
<tr>
<td><strong>2AK MATERIAL DEFECTIVE, ELECTRICAL</strong></td>
</tr>
<tr>
<td><strong>2AL OPERATIONAL MALFUNCTION, ELECTRONIC</strong></td>
</tr>
<tr>
<td><strong>2AM MATERIAL DEFECTIVE, ELECTRONIC</strong></td>
</tr>
<tr>
<td><strong>2AN OPERATIONAL, MALFUNCTION, MECHANICAL</strong></td>
</tr>
<tr>
<td><strong>2AP Blank Intentionally</strong></td>
</tr>
<tr>
<td>Code</td>
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<td>------</td>
</tr>
<tr>
<td>2AR</td>
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<td>3AD</td>
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<tr>
<td>3AE</td>
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<td>3AG</td>
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<td>3AH</td>
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<tr>
<td>5AH</td>
</tr>
<tr>
<td>5AI</td>
</tr>
<tr>
<td>5AJ</td>
</tr>
<tr>
<td>5AK</td>
</tr>
</tbody>
</table>
D. Selecting a Record Control Number (RCN) on the PQDR Detail will bring you to another screen that displays additional information on the selected PQDR. The page is similar to Blocks 1-21 of a PQDR and has the Activity information assigned at Originator, Screening Point, Action Point, and Support Point. (Figure 3.13)
Figure 3.13
*NOTE - Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

3.6 SUPPLY DISCREPANCY REPORT (SDR)

A. A tool used to report shipping or packaging discrepancies attributable to the responsibility of the shipper, including U.S. Government sources and contractors/manufacturers/vendors. SDR facilitates obtaining cost credit, replacement, or other disposition/contractual remedy for procurement related discrepancies resulting from incorrect item received, incorrect quantity of items received, or inappropriate packaging. It also provides timely feedback to activities responsible for supplying the material.

B. SDR SUMMARY (Figure 3.14) Data Fields are described below:

1. **TYPE**: Type of Discrepancy Submitted (Shipping, Packaging, or Both). Number of submitted types of SDRs in the specified timeframe (1yr, 2yrs, or 3yrs depending on the search parameter for the contractor profile).

2. **SDR**: Lists the number of SDRs that are currently open or closed and the total number for both.

![Figure 3.14](image)

C. SDR DETAIL (Figure 3.15) Data Fields are described below:

1. **Serial No**: Record Control Number (RCN) is the created number for the SDR.

2. **Requisition No**: The number for a government to government transfer.

3. **Type**: Type of Discrepancy Submitted (Shipping, Packaging, or Both).

4. **Origination Date**: Date the SDR was created.

5. **Action Point**: The activity (DoDAAC or CAGE code) assigned to investigate or the activity who the SDR is written against, or both.

6. **Close Date**: Date the SDR was closed or blank if currently open.

7. **Discrepancy Code**: Code identifying the type of Discrepancy. Additional Sub Code is selected from the Main Code. (Figure 3.16a)
8. **Disposition Code**: Action Point Response Code is considered the Disposition Code. Additional Sub Code is selected from the Main Code. (Figure 3.16b).

<table>
<thead>
<tr>
<th>SDR DETAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERIAL NO.</td>
</tr>
<tr>
<td>D-1065</td>
</tr>
<tr>
<td>DISCREPANCY CODE: D1</td>
</tr>
<tr>
<td>DISPOSITION CODE:</td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>D-1065</td>
</tr>
<tr>
<td>DISCREPANCY CODE: U09</td>
</tr>
<tr>
<td>DISPOSITION CODE: 144</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>D-1065</td>
</tr>
<tr>
<td>DISCREPANCY CODE: U09</td>
</tr>
<tr>
<td>DISPOSITION CODE: 144</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>D-1065</td>
</tr>
<tr>
<td>DISCREPANCY CODE: U09</td>
</tr>
<tr>
<td>DISPOSITION CODE:</td>
</tr>
</tbody>
</table>

**Figure 3.15**

D. See Figure 3.16a and Figure 3.16b for the Discrepancy Code and Disposition that may be chosen in the SDR application.

E. **Discrepency Codes**:

| Figure 3.16a |
| <SELECT> |
| B-BILLING/FINANCIAL DISCREPANCIES (SECURITY ASSISTANCE ONLY) |
| C-CONDITION OF MATERIAL |
| D-SUPPLY DOCUMENTATION |
| F-FINANCIAL |
| H-HAZARDOUS MATERIAL |
| L-LUMBER |
| M-MISDIRECTED |
| O-OVERAGE, DUPLICATE, OR RECEIPT OF CANCELED MATERIAL |
| P-PACKAGING DISCREPANCY |
| Q-PRODUCT QUALITY (ITEM) DEFICIENCY (SECURITY ASSISTANCE ONLY) |
| S-SHORTAGE OR NONRECEIPT |
| T-TECHNICAL DATA MARKINGS (NAME PLATES, LOG BOOKS, OPERATING HANDBOOKS, SPECIAL INSTRUCTIONS) |
| U-UNIQUE IDENTIFICATION |
| W-INCORRECT ITEM |
| Z-OTHER DISCREPANCIES |
F. **Action Point Response Codes (Figure 3.17):**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>Requisitioned material received. No record of billing.</td>
</tr>
<tr>
<td>B2</td>
<td>Duplicate billing.</td>
</tr>
<tr>
<td>B3</td>
<td>Wrong amount billed.</td>
</tr>
</tbody>
</table>

G. **Action Point Response Code (Figure 3.18):**

- 101: Credit recommended/authorized
- 102: Credit not authorized.
- 103: Discrepancy report receipt acknowledgment.
- 104: Additional clarification required from submitter; see remarks.
- 105: Forward material received to address shown. Must use traceable and most economical means available.
- 106: Forward material received to contractor address shown. Must use traceable and most economical means available.
- 107: Forward material address shown for inspection/exhibit analysis. Must use traceable and most economical means available.
- 108: Forward material to contractor address shown for inspection/exhibit analysis. Must use traceable.
- 109: Credit authorized by source of supply/item manager for repackaging costs.
- 110: Disposal authorized in accordance with local procedures.
- 111: Disposal authorized, monetary reimbursement from contractor.
- 112: Disposal authorized, contractor will provide replacement.
- 113: Provide disposal documentation to address shown.
- 114: Provide disposal documentation by date indicated to address shown. Credit will be authorized upon receipt.
- 115: Turn in material received to Defense Reutilization and Marketing Office (DMRO).
- 116: Turn in hazardous material received to Defense Reutilization and Marketing Office (DMRO). MIPR pr...
- 117: Material will be billed if not returned by date indicated.
- 118: Debit authorized for material retained.
- 119: Retain material received at no charge.
- 120: Retain material with/without consideration from contractor.
- 121: Retain material without consideration from contractor.
- 122: Retain material for future supply decision.
- 123: Material will be reissued at no charge.
- 124: Material is no longer procurable.
- 125: Incomplete part/missing component being forwarded.
- 126: Stock not available for reshipment. Your requisition has been reinstated and will be placed on back-order.
- 127: Contractor to reship.
- 128: Balance of contract material will not be shipped.
- 129: Reimbursement for repacking discrepancy cannot be authorized until submitter provides cost for...
- 130: Place material in stock as is.

H. Selecting a Record Control Number (RCN) on the SDR Detail will bring you to another screen that displays additional information on the selected SDR. **(Figure 3.19).**
Figure 3.19
*NOTE - Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.

### 3.7 SURVEY REPORTS

A. Survey application (also known as Supplier Survey) provides a method to collect and analyze data concerning a prime contractor's capabilities to perform a particular contract, based upon an analysis of a broad range of areas such as financial resources, operational controls, technical skills, quality assurance system, and past performance.

B. Types of Survey:

1. **Pre-Award**: Results used prior to an award of contract. These results are either a recommendation for award or no award.
2. **Post-Award**: Results after award and contains marginal pre-award findings, critical items outside supplier's competency, adverse history, new supplier, and first article requirements.
3. **Product Oriented**: Discrepancies of the product or a review of production lines to reduce variability.
4. **Special**: A non-typical survey not covered by other categories.
5. **Quality System Review**: Survey of manufacturer's quality system whether ISO or equivalent.
6. **Inspection Capability Review**: Manufacturers inspection procedures to include repeatability and reproducibility studies.
7. **Mandatory Inspection Requirement**: Supplier's inspection compliance to include validation and verification to standards.

C. Survey View (Figure 3.20) Data Fields are described below:

1. **Type**: The type of survey performed on the contractor.
2. **Survey Date**: Date the survey was performed. Types of survey include -
3. **PRE-AWARD**: Results used prior to an award of contract. These results are either a recommendation for award or no award.
4. **POST-AWARD**: Results after award and contains marginal pre-award findings, critical items outside supplier's competency, adverse history, new supplier, and first article requirements.
5. **PRODUCT ORIENTED**: Discrepancies of the product or a review of production lines to reduce variability.
6. **SPECIAL**: A non-typical survey not covered by other categories.
7. **QUALITY SYSTEM REVIEW**: Survey of manufacturer's quality system whether ISO or equivalent.
8. **INSPECTION CAPABILITY REVIEW**: Manufacturers inspection procedures to include repeatability and reproducibility studies.
9. **MANDATORY INSPECTION REQUIREMENT:** Supplier’s inspection compliance to include validation and verification to standards.

10. **FSC:** The Federal Supply Class for the surveyed product.

11. **Requesting Activity / Contract No.:** Activity that is requesting or reporting the Survey. Contract Number will display if included.

12. **Assessment:** Type of Assessment selected from the Survey. Assessment types include 1-AWARD / 2-NO AWARD / 3-ACCEPTABLE / 4-UNACCEPTABLE / 5-QUALIFIED / 6-NOT QUALIFIED / 7-QUAL WITHHELD / 8-ACCEPTABLE W/CORRECTION(S) / 9-PARTIAL AWARD / 10-UNKNOWN / 11-NO FORMAL SURVEY RECOMMENDED / 12-FORMAL SURVEY RECOMMENDED.

13. **Released Status:** Open or Closed.

14. **DoDAAC:** The reporting or requesting agency of the Survey.

15. **SER#:** Serial Number of the survey. The Survey can be located by DODDAC and Serial Number.

---

**SURVEY REPORTS**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DATE</th>
<th>FSC</th>
<th>/CONTRACT NO.</th>
<th>ASSESSMENT</th>
<th>RELEASED</th>
<th>DODDAC</th>
<th>SER#</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUALITY SYSTEM</td>
<td>05-APR-17</td>
<td>3040</td>
<td>NAVAIR</td>
<td>ACCEPTABLE</td>
<td>OPEN</td>
<td>180001</td>
<td></td>
</tr>
</tbody>
</table>

Quality Manual, dated 12 MAR 2016, has been found acceptable for meeting the requirements of ISO 9001:2008, based on a Desk Audit.

*Figure 3.20*
D. Clicking on the Report Serial Number will open up the “Survey – View Data” page. (Figure 3.21)

   ![Survey - View Data]

   Figure 3.21

E. Additional Data Includes:

1. **CAGE Code**: Contractor and Government Entity (CAGE) Code is the surveyed contractor.

2. **Report Issue Date**: Date the report is issued.

3. **Material Level Code**: Type of materials included in the survey.

4. **External Control Number**

5. **Contract Number**: The contract number that details the specification and type of product or service agreed upon with the contractor.

6. **Corrective Action Indicator**: Indicates if a Corrective Action Request was initiated because of the Survey Result or the CAR is the result of the Survey.

7. **Navy Participation Survey**: Indicated if the U.S. Navy participated or involved in the Survey.
8. **Narrative:** Any information the surveyor or creator of the report includes.

9. **Added Date:** Date the report is created in the SURVEY application within PDREP.

10. **Added Activity:** User code for the report generator. Do not confuse with a DoD Activity (DoDAAC).

11. **Update Date:** Date a change or correction was made on the report.

12. **Update Activity:** Last user to update the record.

13. **FSC:** The associated Federal Supply Class for the product.

14. **Specification:** Documented standard that specifies the material design.

15. **Category:** Category of the performed Survey. Cat reviewed is the category number and Literal is the nomenclature. Number of deficiencies lists the amount of deficiencies found.

List of Literals for the Category (Figure 3.22)

![Figure 3.22](image)

16. **Attachments:** Lists any forms uploaded and attached to the report.

*NOTE - Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.*
3.8 TEST REPORTS

A. Provides a method to collect data for First Article, Production Lot Testing, Periodic Sampling Test, Tear Down Inspection, Test Type Not Available, Waiver and Deviation data for analytical purposes (both positive and negative). During various stages of the acquisition life cycle, product testing is required for validation and verification of product.

B. **First Article Test**: The testing and evaluation of the first article for conformance with specified contract requirements before or in the initial state of production.

C. **Production Lot Test**: A sample from a contractor's production lot that is randomly selected and forwarded to the designated test activity.

D. **Periodic Sampling Test**: Performed to ensure that the required quality, reliability, and safety aspects of the product are maintained throughout production.

E. **Tear Down Inspection**: A complete disassembly of the product for testing. Each part must conform to the type of design and be eligible for incorporation into the product for continued operation.

F. **Test Type Not Available**: Type of test is unknown or unavailable.

G. **Waiver and Deviation**: The contractor requests a deviation when, prior to manufacture, it is necessary to depart temporarily from the applicable approved configuration documentation for a specific quantity of deliverable units. Normally, for the unit(s) affected, the different configuration will be permanent. Request for waiver. The contractor requests a waiver when, during or after manufacture, the contractor desires authorization to deliver nonconforming items to the Government which do not comply with the applicable technical requirements. For the unit(s) affected, the different configuration will normally be permanent.

<table>
<thead>
<tr>
<th>TEST REPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>=-=-=-=-=-=-=</td>
</tr>
<tr>
<td>TYPE OF REPORT</td>
</tr>
<tr>
<td>------------------------</td>
</tr>
<tr>
<td>FIRST ARTICLE</td>
</tr>
<tr>
<td>WAIVERS AND DE</td>
</tr>
<tr>
<td>FIRST ARTICLE</td>
</tr>
<tr>
<td>FIRST ARTICLE</td>
</tr>
</tbody>
</table>

**Figure 3.23**

H. Test Report View ([Figure 3.23](#)) Data Fields are described below:

1. **Type of Report**: The type of created Test report for the contractor.
2. **Date**: Date the test was performed and not necessarily when the report was created.
3. **FSC**: The associated Federal Supply Class for the product.

4. **Technical Activity**: Reporting Activity that tested the product or created the Test Report.

5. **Contract Number**: The contract number that details the specification and type of product agreed upon with the contractor.

6. **Results**: Test outcome, Acceptable or Unacceptable.

I. Clicking on the Report Type will open the “Test - View Data” page. (Figure 3.24)

<table>
<thead>
<tr>
<th>Reporting Activity:</th>
<th>Added Date: 01/18/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial Number: 180001</td>
<td>Added Activity:</td>
</tr>
<tr>
<td>CAGE Code: CPARS</td>
<td>Update Date:</td>
</tr>
<tr>
<td>NSN: 1111-111111111</td>
<td>Update Activity:</td>
</tr>
<tr>
<td>Issue Date: 01/18/2018</td>
<td></td>
</tr>
<tr>
<td>Test Type Code: FIRST ARTICLE</td>
<td></td>
</tr>
<tr>
<td>Final Disposition: ACCEPT</td>
<td></td>
</tr>
<tr>
<td>Contract Number:</td>
<td></td>
</tr>
<tr>
<td>Satisfactory Results Ind: N</td>
<td></td>
</tr>
<tr>
<td>Material Specification:</td>
<td></td>
</tr>
<tr>
<td>Narrative:</td>
<td></td>
</tr>
</tbody>
</table>

**Attachments**

<table>
<thead>
<tr>
<th>File Name</th>
<th>File Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tulips.jpg</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Figure 3.24)

J. Additional Data Includes:

1. **NSN**: National Stock Number (NSN) of the product if it is assigned one.

2. **Issue Date**: Date the test was performed and not necessarily when the report was created.

3. **Final Disposition**: Type of disposition or result of the inspection. Options could be Accept, Accept-Waived, Approve, Conditionally-Approve, Disapprove, Other, Repair, or Return to Vendor.

4. **Material Specification**: Documented standard that specifies the material design.

5. **Narrative**: Any information the inspector or creator of the report includes.

6. **Added Activity**: User code for the report generator. Do not confuse with a DoD Activity (DoDAAC).

7. **Update Date**: Date a change or correction was made on the report.

8. **Update Activity**: Last user to update the record.

9. **Attachments**: Lists any forms uploaded and attached to the report.

*NOTE - Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.*
3.9 SPECIAL QUALITY DATA

A. Special Quality Data Records provide a method to collect and analyze data for analytical purposes (both positive and negative) that does not fit into normal quality elements of the PDREP. Special quality data types include: surveys of subcontractors performed by prime contractors, telephone calls relating quality information, contractor visits/interface meetings, corrective actions, suspected cases of fraud or malpractice, etc.

SPECIAL QUALITY DATA

---------

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>SERIAL</th>
<th>ALERT</th>
<th>FSC</th>
<th>NSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYSCOM DATE NUMBER REPORTING ACTIVITY CLASS CODE NIIN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------ -------- --------------------- ------- ---- ----</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAVSEA 29-NOV-17 170018 NAVSEALOGCENDET PORT 9999</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEST TEST TEST</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NAVSEA 18-JAN-18 180001 NAVSEALOGCENDET PORT 2222

"Save & Add Attachment."

Figure 3.25

B. Special Quality Data (Figure 3.25) Data Fields are described below:

1. **SYSCOM:** Systems Command (SYSCOM) that submitted or generated the Special Quality Data.
2. **Issue Date:** Date the SQD record is created.
3. **Serial Number:** Serial Number of the record. The Survey can be located by DODDAC and Serial Number.
4. **Reporting Activity:** Activity (DoDAAC) that created the report.
5. **Alert Class:** The Federal Supply Class (FSC) for the product included in the SQD.
6. **FSC Code:** Same as Alert Class
7. **NSN / NIIN:** National Stock Number (NSN) is a 13-digit number consisting of the four-digit Federal Supply Class (FSC) and the nine-digit NIIN, National Item Identification Number (NIIN) is a nine-digit code that identifies each item of supply.
8. **Narrative:** Any information the inspector or creator of the report includes.

C. Clicking on the Serial Number will open the “Special Quality Data - View Data” page. (Figure 3.26)
D. Additional Data Includes:

1. **CAGE Code**: The SQD is created for the Contractor and Government Entity (CAGE) Code.
2. **Issue Date**: Date the SQD was added and not necessarily when the report was created.
3. **Completion Date**: Completed report or test date.
4. **Added Activity**: User code for the report generator. Do not confuse with a DoD Activity (DoDAAC).
5. **Update Date**: Date a change or correction was made on the report.
6. **Update Activity**: Last user to update the record.
7. **FSC**: The associated Federal Supply Class for the product.
8. **Commodity**: Nomenclature for the FSC.
9. **Attachments**: Lists any forms uploaded and attached to the report.

*NOTE - Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.*
3.10 BULLETINS

A. Naval Bulletins are used to alert Navy activities of significant quality problems. The intent of the program is to implement the Secretary of Defense policy to maximize the sharing of unclassified information within the Department of Defense community and provide selective dissemination to the industrial community. A Bulletin may be issued for any significant quality problem pertaining to commodities, services or any contractor related problems. Naval Sea Logistics Center Portsmouth is responsible for initiating, issuing, updating, and ultimately completing/cancelling all NAVSEALOGCEN Portsmouth Bulletins.

<table>
<thead>
<tr>
<th>ISSUE DATE</th>
<th>FSC CODE</th>
<th>SERIAL NUMBER</th>
<th>COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-AUG-16</td>
<td>2222</td>
<td>3214323</td>
<td>test</td>
</tr>
</tbody>
</table>

Figure 3.27

B. Bulletin View (Figure 3.27) Data Fields are described below:

1. **Issue Date**: Date the Bulletin was added and not necessarily when the report was created.

2. **FSC Code**: The associated Federal Supply Class for the product.

3. **Serial Number**: Serial Number of the record.

4. **Completion Date**: Date the issue from the Bulletin was corrected.

C. Clicking on the Bulletin Serial Number will open the “PDPREP – BULLETINS” view page. (Figure 3.28)
Serial Number: 3214323  Added Date: 08/30/2016
CAGE Code:     Added Activity:
Issue Date: 08/04/2016  Update Date:
Completion Date:  Update Activity:
Corrective Action Date:
Classification: MAJOR
Color:
  Narrative: test

FSC  Commodity  SubContractor
2222  UNKNOWN WEAPONRY

Figure 3.28

1. **Serial Number**: Serial Number of the record.
3. **Issue Date**: Date the Bulletin was added and not necessarily when the report was created.
4. **Completion Date**: Date the issue from the Bulletin was corrected.
5. **Classification**: Indicates the severity of the problem. Critical, Major, or Minor.
6. **Corrective Action Date**: Date when a Corrective Action was taken.
7. **Color**: “This is no longer used”
8. **Narrative**: Any information the inspector or creator of the report includes.
9. **Added Date**: Date the report was added.
10. **Update Date**: Date the report was updated.
11. **Update Activity**: The activity that updated the report.
12. **FSC Code**: The associated Federal Supply Class for the product.
13. **Commodity**: Type of material.
14. **Subcontractor**: Contractor that is contracted by the Prime to perform work under the Prime Contract.
15. **Naval Bulletin Issuance**: Recommendations for initiating a Bulletin shall be made by individuals cognizant of significant problems that are affecting or have the potential for negatively impacting the quality of materials or services provided to the Navy. Recommendations should be directed to NAVSEA 06P or NSLC Portsmouth. A Bulletin is issued when it has been determined that the problem
warrants wider dissemination, urgent notification, or a higher level of concern than that originally identified by other means. All Bulletins shall be discussed with the appropriate NAVSEA technical code before issue. Final determination as to whether a Bulletin should be issued is the responsibility of NAVSEA 06P (Supplier Quality).

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

3.11 PROCESS AUDIT REPORT

A. Process Audit Report provides consistent oversight of the supplier base that delivers critical material to the Navy’s shipbuilding, ship repair, and fleet activities. It provides a cost-effective method of sharing supplier audit information between all participants in the program. Overall oversight for the program is NAVSEA 06P.

<table>
<thead>
<tr>
<th>AUDIT ID NUMBER</th>
<th>AUDIT DATE</th>
<th>AUDIT RESULTS</th>
<th>CORRECTIVE ACTION COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017002</td>
<td>22-SEP-17</td>
<td>UNSAT</td>
<td>NO</td>
</tr>
</tbody>
</table>

**Figure 3.29**

<table>
<thead>
<tr>
<th>PROCESS (ES) AUDITED THIS DATE</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>05 - INSPECTION AND TESTING</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>07 - DOCUMENT AND DATA CONTROL</td>
<td>NOT APPLICABLE</td>
</tr>
</tbody>
</table>

B. Process Audit Report View (Figure 3.29) Data Fields are described below:

1. **Audit ID Number**: The ID number for the Supplier Audit Program report.
2. **Audit Date**: Date the audit was performed.
3. **Audit Results**: Outcome of the Audit (Satisfactory or Unsatisfactory).
4. **Corrective Action Completed**: Yes, or No if the corrective action was completed.
5. **Process(es) Audited This Date**: Type of audit process performed.
6. **Result**: Result of the audited process.
C. Clicking on the Audit ID Number will display the Supplier Audit Program (SAP) view page. (Figure 3.30)

1. **Audit Originator**: User ID of the Audit report originator.
2. **Audit I.D No**: The ID number for the Supplier Audit Program report.
3. **Supplier Name**: Material Supplier Name.
4. **Address Audited**: Address where the audit was performed.
5. **Date Audited**: Date the Audit was performed.
6. **Audited by**: Name of the auditor.
7. **Phone**: Phone number for the auditor.
8. **Fax**: Fax number for the auditor.
9. **Last Updated**: Date the audit was updated.
10. **DCMA Participated:** Yes, or No if DCMA participated in the audit.

11. **DCMA Rep:** DCMA representative that participated in the audit.

12. **Phone:** Phone number for the DCMA representative.

13. **Applicable Contract:** Contract number that the SAP is performed and associated with.

14. **Supplier Personnel Contacted:** Point of Contact for the supplier that was contacted for the audit.

15. **DCMA Audit:** Yes, or No if DCMA performed the audit.

16. **E-mail:** DCMA representative’s e-mail.

17. **Process(es) Audited This Date:** Type of audit process performed, Result of the audit and Sub-Contractor CAGE if applicable.

18. **Inspection System Indicator:** The quality management systems standard used on the Inspection.

19. **Calibration System Indicator:** The measurement management systems requirements used for the Calibration.

20. **Supplier Product / Capability Overview:** Narrative of Supplier Product and Capabilities.

21. **Auditor Overall Assessment:** Assessment result of the Supplier by the Auditor.

22. **Audit Result:** Satisfactory or Unsatisfactory result of the Audit.

23. **Auditor’s Date:** Date the SAP report was submitted in the system.

24. **Applicable Corrective Action Report Number(s):** Lists any CAR numbers in response to the Audit if needed.

25. **Response Due Date:** Required date for a response.

26. **Follow-up Required:** Yes, or No if a follow up is requested.

27. **Deficiency(ies) Requiring Corrective Action:** Narrative of deficiencies requiring a CAR if any.

28. **Corrective Action Complete:** Yes, No, or N/A if a Corrective Action was completed.

29. **ALERT Indicate Systemic Problem:** Indicates if a Systemic Problem was found and ALERT was created.

30. **ALERT Date:** Date an ALERT was sent out.

31. **Auditor’s Notes:** Narrative of any additional information from the Auditor.

32. **Attachments:** Lists any attachments associated to the SAP.

*NOTE - Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy contracting program processes and requirements.*
3.12 SUPPLIER PERFORMANCE RISK SYSTEM

A. Supplier Performance Risk System (SPRS) is a web-enabled enterprise application that gathers, processes, and displays data about the performance of suppliers. SPRS is the Department of Defense's single, authorized application to retrieve suppliers' performance information. The Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 213.1 requires contracting officers to consider this data for supply contracts valued at less than or equal to $1 million. SPRS enables procurement specialists to avoid overpaying for supplies and notifies procurement specialists of Federal Supply Class (FSC) specific risks and risk mitigations. SPRS's Supplier Risk Score provides procurement specialists with a composite score that considers each supplier's past performance in the areas of product delivery and quality.

B. A contractor's delivery performance will be based by Federal Supply Classification (FSC) or North American Industry Classification System (NAICS). The contractor's delivery performance will be based on a weighted combination of the percentage of contract line items with on-time deliveries and the average days late for all deliveries.

DOD SPRS INFORMATION

FOR OFFICIAL USE ONLY / SOURCE SELECTION SENSITIVE INFORMATION. SEE FAR 2.101, 3.104, AND 42.1503.

<table>
<thead>
<tr>
<th>FSC</th>
<th>DESCRIPTION</th>
<th>QUALITY PERFORMANCE</th>
<th>DELIVERY SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1045</td>
<td>LANCH TRP DEP CHS</td>
<td>GREEN</td>
<td>NO DATA AVAILABLE</td>
</tr>
<tr>
<td>4810</td>
<td>VALVES PWRD</td>
<td>GREEN</td>
<td>NO DATA AVAILABLE</td>
</tr>
<tr>
<td>4820</td>
<td>VALVES NON PWRD</td>
<td>RED</td>
<td>34</td>
</tr>
<tr>
<td>9999</td>
<td>MISCELLANEOUS ITEM</td>
<td>RED</td>
<td>NO DATA AVAILABLE</td>
</tr>
</tbody>
</table>

Figure 3.31

C. DOD SPRS information view (Figure 3.31) Data Fields are described below:

1. **FSC**: the associated Federal Supply Class number based on type of product.
2. **Description**: type of material under that FSC
3. **Quality Performance**: The 'Supplier Engine' ranks contractors based on contractor performance scores (based on all contractors who deliver under that FSC)
   i. **Blue**: Top 5%
   ii. **Purple**: Next 10%
iii. **Green**: Next 70%

iv. **Yellow**: Next 10%

v. **Red**: Lowest 5%

4. Color scores are percentile ranked; it can change every time Supplier Engine is run. There can be a color change even when there is no numerical change.

5. **Delivery Score**: is based on a weighted combination of the percentage of contract line items with on-time deliveries and the average days late for all deliveries.

6. **No data available**: means that the contractor hasn't delivered anything in that FSC for the last three years. The score (based on zero to 100) is for the contractor's received deliveries.

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

### 3.13 PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM – REPORT CARD (PPIRS-RC)

A. The primary purpose of the CPARS is to ensure that current, complete and accurate information on contractor performance is available for use in procurement source selections. This is accomplished through the PPIRS-RC. Completed performance evaluations are used as a resource in awarding best value contracts and orders to contractors that consistently provide quality, and on-time products and services that conform to contractual requirements. Information collected from contracting officers in PPIRS-RC is used by agency source selection officials and contracting officers from across the government in making award decisions. It is imperative for the CPAR to include detailed, quality written information because each CPAR submitted to PPIRS-RC is used to effectively communicate contractor strengths and weaknesses to source selection officials. The Contracting Officer should use information available in PPIRS-RC and other sources of information outlined in FAR 9.105-1(c) to support responsibility determinations of prospective contractors. Senior Government officials and contractors may also use the information derived from the CPARS for their own management purposes.

B. The CPAR collects the assessment of a contractor's performance, both strengths and weaknesses, providing a record of performance against a unique contract award or order.

C. Responsibility for completing quality CPARs in a timely manner rests with the Assessing Official (AO) who will be designated in accordance with Agency policy. The AO may be a Contracting Officer, a Contract Specialist, Administrative Contracting Officer, Purchasing Agent, or Program Manager (PM), or the equivalent individual responsible for program, project, or task/job/delivery order execution. In some Agencies, the AO
may also mean the Performance Evaluator, Quality Assurance Evaluator, Requirements Indicator, or COR or Alternate COR.

DOD PPIRS-RC INFORMATION

FOR OFFICIAL USE ONLY / SOURCE SELECTION SENSITIVE INFORMATION. SEE FAR 2.101, 3.106, AND 42.1503.

CONTRACT NUMBER: ABCDE15D0703
ASSESSMENT TYPE: INTERIM
CONTRACT TYPE: COST PLUS AWARD FEE
COMPLETION DATE: 20-OCT-15
BUSINESS SECTOR: NONSYSTEMS
NAICS: 332211
AWARD VALUE: 45577414
QUALITY OF PRODUCT/SERVICE: N/A
SCHEDULE: N/A
COST: MARGINAL
MANAGEMENT: N/A
SMALL BUSINESS: EXCEPTIONAL

Figure 3.32

D. DOD PPIRS-RC information view (Figure 3.32) Data Fields are described below:

1. **Contract Number**: The contract number that details the specification and type of product agreed upon with the contractor.

2. **Assessment Type**: Indicate whether the CPAR is an interim, final, or addendum report.


4. **Completion Date**: last possible date of contract/order performance.

5. **Business Sector**: Business Sector and Sub-Sector. Identify the Business Sector as Systems, Non-Systems, Architect-Engineer, or Construction. For Systems and Non-Systems contract/orders, identify the appropriate Sub-Sector. The Systems sub-sectors are: Aircraft, Shipbuilding, Space, Ordnance, Ground Vehicles, Training Systems, Other Systems and Science and Technology - Systems. The Non-Systems sub-sectors are: Professional/Technical and Management Support Services, Repair and Overhaul (excludes ship repair and overhaul), Facilities Services, Transportation and Transportation Related Services, Software, Hardware, Telecommunications Equipment or Services, Mechanical, Structural, Electronics, Electrical, Ammunition, Personnel Support,

6. **NAICS (North American Industrial Classification System):** North American Industry Classification System (NAICS) is used by businesses and governments to classify and measure economic activity in the United States, Canada, and Mexico. NAICS is 6-digit code system that is currently the standard used by federal statistical agencies in classifying establishments (individual business locations). NAICS organizes establishments into industries according to the similarity in the processes used to produce goods or services.

7. **Award Value:** The total contract/order value.

8. **Quality of Product/Service:** A quality written narrative is important, as it not only supports the rating assigned, but it also assists the source selection official in making an informed source selection and/or award decision. The narrative that supports the rating should be concise and provide sufficient supporting rationale that addresses questions about the performance that may be asked by a source selection team.

9. **Schedule:** Timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, and administrative requirements.

10. **Cost:** Summary of the various ratings/grades (i.e., Exceptional, Very Good, Satisfactory, Marginal, Unsatisfactory).

11. **Management:** Evaluation as Satisfactory or Unsatisfactory.

12. **Small Business:** Evaluation Ratings (For the Small Business Evaluation Factor, when 52.219-9 is used).

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

### 4 SUMMARY

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

- **E-Mail:** webptsmh@navy.mil
- **Commercial:** (207) 438-1690
- **DSN:** 684-1690
- **Fax:** (207) 438-6535