Product Data Reporting and Evaluation Program (PDREP)

Surveillance Plan

User Guide
01 June 2019
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Click link and the hold “CTRL” key to follow link
FOREWORD

This document does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies.

This guide is intended to guide Defense Contract Management Agency (DCMA) personnel in the use of the Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) in the creation of DCMA Surveillance Plans (SP).

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

Refer to the appropriate service instructions and/or manuals for more information.

REFERENCES:

1. Secretary of the Navy Instruction (SECNAVINST) 4855.5C
3. Defense Contract Management Agency NSEP Instruction (DCMA-INST 320)
INTRODUCTION

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

DCMA SURVEILLANCE PLAN (SP)

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

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

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

User access and login procedures can be located in the PDREP User Access and Login Procedures guide. First time PDREP users will need to submit a User Access request form, available on the NSLC home page: http://www.nslcptsmh.csd.disa.mil. Click on User Access Request to download the form. Follow the directions on the form to submit the request for access to PDREP.

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.

Also, visit our FAQ Page – your question(s) may be easily answered there.

NSLC Portsmouth Help Desk
Commercial Phone: (207) 438-1690 / DSN 684-1690
FAX: (207) 438-6535 / DSN 684-6535
E-Mail: WEBPTSMH@navy.mil

Mailing Address
Naval Sea Logistics Center Portsmouth
Bldg. 153, 2nd Floor
Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000
## 1 SURVEILLANCE PLAN ACCESS

<table>
<thead>
<tr>
<th>Access Level</th>
<th>Level Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Access</td>
<td>Access to this module is prevented. No link appears on Main Menu. Record deletion is not permitted.</td>
</tr>
<tr>
<td>View Only Access</td>
<td>Permits searching and only a view of data. No ability to edit existing records or create new records.</td>
</tr>
<tr>
<td>Non-Management Access (QAR Access)</td>
<td>User can create, search, view, and edit SP records. User can transfer SPs from one Quality Assurance Representative (QAR) to another QAR. Attachment deletion is permitted if the attachment was created by the user with the same USERID or if user has Primary DODAAC of S4306A. Users may only forward a SP to the User listed in their Team Lead field in their User Profile.</td>
</tr>
<tr>
<td>Management Access (Team Lead Access)</td>
<td>User can, search, view, create, and edit SP records. User can complete and forward to Naval Special Emphasis Program (NSEP) customer for Review. User can transfer SPs from one QAR to another QAR. Attachment deletion is permitted if the attachment was created by the user with the same USERID or if user has Primary DODAAC of S4306A.</td>
</tr>
<tr>
<td>Full Access</td>
<td>PDREP Administrators only. Search and view of SP records is provided. System administrators have the ability to access all web pages, forward, transfer SPs, update, and edit any SP record. Record deletion is permitted if the record was created by the user with the same USERID.</td>
</tr>
</tbody>
</table>

## 2 UPDATING A QAR's TEAM LEAD

A. If forwarding a SP to Team Lead for Review, the QAR must select their Team Lead listed in their PDREP profile. If the QAR selects anyone else for the TO field other than Team Lead listed in their PDREP profile they will receive an error.

B. In order to update your Team Lead in your user profile you will need to contact the NSLC Help desk by email at webptsmh@navy.mil or by telephone number at (207) 438-1690.
3 VIEWING THE SURVEILLANCE PLAN WORKLIST/REPORT

A. Once you have logged in the PDREP Home screen (See Figure 3.1) will display. You may not see all of the options listed depending on your level of access.

*Note: Please refer to PDREP User Access Request and Login Procedures to access the PDREP application.*

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**Figure 3.1**
B. Click the “Surveillance Plan (SP)” link under PDREP Applications toward the upper left portion of the screen. The Surveillance Plan Worklist will display (See Figure 3.2).

C. The Worklist/Report settings will default as shown above. To Search surveillance plans you must enter one of the three mandatory fields: CAGE Code, Team Code or User Code. You can optionally constrain the results by selecting a Start and End Date, Location, Year, Program Type, Report Type, SP Status, Supplier Type, or Facility/Contract Based.

D. When you have selected the criteria, click “Run Report” to view all surveillance plans matching the criteria entered (See Figure 3.3).

E. Inputs to the Surveillance Plan Worklist/Report page are described below.

1. **Preparation Start and End Dates**: The Preparation Start Date and End Date are not required fields when searching for a Surveillance plan. However, dates may be entered to constrain the search results. Dates may be selected using the Calendar links provided or may be manually entered in a MM/DD/YYYY format.

2. The mandatories listed below are an “or “which means you would have to input CAGE Code, User Code, or Team Code.
i. **CAGE Code (Mandatory):** Used to restrict the report results to surveillance plans for the CAGE Code entered.

ii. **QAR User Code (Mandatory):** Used to restrict the report to surveillance plans where the associated QAR User Code on the Surveillance Plan is the same as the one entered here.

iii. **Team Code (Mandatory):** Used to restrict the report to surveillance plans where the Team Code of the QAR is the same as the one entered here.

3. **Year:** Used to restrict the report to surveillance plans created in the same year as the one entered here.

4. **Location:** Used to restrict the report to show only Surveillance Plans at the current location selected. The available locations to select are All, QAR, or Team Lead.

5. **Sort By:** Used to Sort the report results by Preparation Date – ASC, Preparation Date – DESC, SP Number or Cage.

6. **Program Type:** Used to restrict the report results to those programs selected here. Selection of multiple programs will return all surveillance plans with any of the selected programs identified. No selection will return all program type.

7. **Facility/Contract Based:** Used to restrict the report to those surveillance plans where the company type is that selected. Both is the default selection, but can be changed.

8. **Supplier Type:** This field will bring back records of either the NSEO Administered Supplier, Shared Supplier or Both, which is chosen in the record. Both is the default selection, but can be changed.

9. **SP Status:** Used to restrict the report to those surveillance plans where the current status of the surveillance plan is the same as selected here. The default is Active, but can be changed.
Figure 3.3

F. Report Result fields are described below:

1. **Cage Code**: This is the Cage Code for the surveillance plan matching the selection criteria.
2. **Company Name**: This is the name of the company for the surveillance plan matching the selection criteria.
3. **Issue Date**: This is the preparation date for the surveillance plan matching the selection criteria.
4. **Prepared By**: This is the QAR name for the surveillance plans matching the selection criteria.
5. **Activity**: This is the DODAAC of the surveillance plan originator.
6. **Team Code**: This is the Team Code for the surveillance plans matching the selection criteria.
7. **Team Lead**: This is the Team Lead name for the surveillance plans matching the selection criteria.
8. **Program Type(s)**: This is the program types for the surveillance plan.
9. **Current Location**: This is the current review location of the surveillance plan.
10. **Last Update Date:** This is the date for the most recent entry recorded in PDREP for the surveillance plan matching the selection criteria.

11. **Due:** This is the date the annual review is to be completed.

12. **Last Action:** This is the most recent action that occurred with the surveillance plan.

13. **Review:** HTML and PDF link to view a read only version of the Surveillance Plan.

14. **View/Add Attachments:** Select Click Here to view the attachments associated with the Surveillance Plan or to add a new attachment.

G. The surveillance plans can be at any of the following process stages:

1. Surveillance plans for twelve-month reviews due.
2. Surveillance plans awaiting approval by the appropriate Team Leader.
3. Surveillance plans with the review completed by the Team Leader.
4. Surveillance plan drafts.

H. The results of any report can be downloaded directly to Microsoft Excel using the “here” link at the top of the results page. This allows the user to perform additional sorting, filtering or other analytical functions on the report results.

### 4 INITIATING A NEW SURVEILLANCE PLAN

A. When entering the Surveillance Plan module of PDREP the work list page displays with four tabs across the top of the page: Surveillance Plan Worklist/Report; Create New Surveillance Plan, Surveillance Plan Transfer, and Surveillance Plan Search.

B. To create a new Surveillance Plan, click the tab labeled “Create New Surveillance Plan”. The Create a New Surveillance Plan page will display (See Figure 4.1).

![Figure 4.1](image-url)
C. Enter the CAGE Code of the Contractor the surveillance plan is being prepared for. Click the Create/Edit surveillance plan button. The Surveillance Plan form displays (See Figure 4.2 and Figure 4.3)
Note: Mandatory fields in the surveillance plan module are marked with (FM) which denotes a mandatory field for Facility Based Surveillance Plan and (CM) denotes a mandatory field for Contract Based Surveillance Plan.

4.1 Cage Code Information

Figure 4.4

A. **Cage Code**: Cage code that was entered on the Create New Surveillance Plan Tab.

B. **Company Name**: The Company name associated with the Cage code. (This information is directly derived from the Cage code and is a non-editable field).

C. **Street Address**: Address associated with the Cage code entered. (This information is directly derived from the Cage code and is a non-editable field).

D. **City, State, Zip**: City, State, and Zip code associated with the Cage code entered. (This information is directly derived from the Cage code and is a non-editable field).

E. **Facility Based/Contractor Based**: If the Contractor is a Facility Based or Contract Based, click the circle next to desired choice to change from the default.

F. **NSEO Administered Supplier or Shared Supplier**.
G. **Active/Inactive**: Here the QAR can change the record from active to inactive (See Figure 4.4).

![Figure 4.4](image)

4.2 **Quality Assurance Representative (QAR)**

**Figure 4.5**

A. **Activity**: This field will default to the Primary DoDAAC associated with the Preparing QAR’s profile, but can be changed if you are entering a surveillance plan on behalf of another QAR.

B. **Name**: This field will default to the Preparing QAR’s Name as it appears in their profile, but can be changed if you are entering a surveillance plan on behalf of another QAR.

C. **Phone Number**: This field will default to the Preparing QAR’s Phone Number as it appears in their profile, but can be changed if you are entering a surveillance plan on behalf of another QAR.

D. **Email Address**: This field will default to the Preparing QAR’s Email Address as it appears in their profile, but can be changed if you are entering a surveillance plan on behalf of another QAR.

E. **Team Code**: This field will default to the Preparing QAR’s Team Code as it appears in their profile, but can be changed if you are entering a surveillance plan on behalf of another QAR (See Figure 4.5).

![Figure 4.5](image)

4.3 **Contractor**

**Figure 4.6**

A. **POC List**: Select the appropriate Contractor Points of Contact from the POC listings for your organization. When you find the appropriate Contractor Information, click “Add POC to List”. The selected POC will be identified in a box below the selection screen as
shown below. Multiple selections can be made by selecting additional POCs and clicking “Add POC to List”. (See Figure 4.6)

B. **Add POC to list:** This selection allows you to create a POC if the QAR is unable to locate the required POC.

C. **Cage:** enter any associated contractor Cage Codes and select “Add Cage Code to List”. This will then create a list of the Associated Cage Codes. If you mistakenly add an incorrect Cage code, you may select that Cage Code from the list and select “Delete Cage Code from List”.

D. **Lookup Cage:** Selecting this button will allow you to search for a Cage code by the Contractor's name or their Cage code (See Figure 4.6).

**Figure 4.6**

### 4.4 Applicable NSEP Programs

Identify the applicable NSEP program the products are produced for by this Contractor. Multiple selections can be made by clicking in the boxes next to the appropriate program (See Figure 4.7).

**Figure 4.7**

### 4.5 Highest Contractually Imposed Quality Assurance Provision

Select from a drop down selection the highest level quality program implemented at the Contractor facility. The choices of Highest Contractually Imposed Quality Assurance Provision are shown in Figure 4.8 with examples in Figure 4.9.

---

13
4.6 Products Supplied, Associated Processes Performed In House & Important Process Subcontracted

Figure 4.10

A. **Narrative:** Enter a detailed narrative description of the products supplied by this Contractor.

B. **FSC:** Enter the FSC Code if known in support of the Products Supplied, and click “Add FSC to List”. To add multiple, repeat this for each FSC applicable to this Contractor. To delete an FSC from the listing, select the FSC to delete and click “Delete FSC from List”. (See Figure 4.10)

Figure 4.10

4.7 Areas of Concern

**Narrative:** Enter a detailed description of the areas of concern associated with this Contractor. These concerns are based on the outcome of Quality Data Evaluation and customer input and requirements. Refer to the QARI (DCMA-INST 320) for additional guidance. (See Figure 4.11)
4.8 Changes in the surveillance plan since the Last Issue

**Narrative:** Enter a description of the changes to the surveillance plan since the original issue of the plan. This may be as a result of subsequent Quality Data Evaluation or a change in the Contractor. Refer to the QARI (DCMA-INST 320) for additional guidance. (See Figure 4.11)

4.9 Supplier Audit Process – In House

At initial creation of the surveillance plan, this field is not editable. When the surveillance plan is saved, the SAP information will be pulled from the SAP module within PDREP for the Contractor (See Figure 4.12).

4.10 Process Surveillance Program

**Process:** Select the process utilized by the Contractor from the drop down selection and click “Add to List”. Once selected, the process will show in the Add surveillance plan process block (See Figure 4.12).

A. Select the frequency for the process surveillance from the drop down selection (Daily, Weekly, Monthly, Quarterly, Semi-Annual)

B. Click Save Process to add the process to the surveillance plan

C. Click Cancel Process Add to cancel the addition of the process to the surveillance plan.

D. Add additional processes as appropriate.
4.11 Product Audits/Inspections as a Result of DC&A or Other Concerns

**Narrative:** Enter the products and characteristics to be inspected during in-process inspections or during final inspections.

4.12 NSEP Program Specific Technical Reviews

Select the applicable technical review from the drop down selection and click “Add to List” (See **Figure 4.12** and **Figure 4.13**).

**Figure 4.13**

A. **Specification:** The specification will be shown in a block below the selection with the scheduled date defaulted to the current date (See **Figure 4.14**).

**Figure 4.14**

B. **Save Specification Button:** Click the “Save Specification” button to finalize the specification (See **Figure 4.15**). For the NSEP Program Technical Reviews, when the specification is selected, the notes narrative field is provided to identify any notes or information related to the technical reviews.
C. **Scheduled and Completed Dates:** This date can be modified and a completion date can be included if the review has been completed. In order to save any date entries or modifications, the Save As Draft button must be clicked.

D. **Delete Button:** Each specification can be deleted, by clicking “Delete”. (See Figure 4.15)

### 4.13 Data Collection & Analysis

**Narrative:** Enter the conclusions drawn from the evaluation of QDE, including trends identified by the data, summary of the Corrective Actions, or other data supporting the performance of the Contractor. If DC&A is to be attached to the surveillance plan, then reference the attachment within this field (See Figure 4.16).

### 4.14 Other Information

**Narrative:** Enter additional information pertinent to the surveillance plan, including the location and nature or Quality Assurance Records, QAR staff training requirements, NSEP certification requirements, etc. (See Figure 4.16).
4.15 **Buttons**
A. **Save As Draft**: Click to save any changes to the current page without exiting the page.
B. **Send for Team Lead Review**: Click to forward the completed Surveillance Plan to the Team Lead for review.
C. **Cancel**: Click to exit the current page without saving any changes. The system will return you to the last page and unsaved changes will be discarded. (See Figure 4.17)

![Approval History](image)

**Figure 4.17**

5 **UPDATING AND FORWARDING A SURVEILLANCE PLAN**

A. The newly created surveillance plan can be either saved at draft status for completion at a later date, or it can be forwarded to the Team Lead for review.
B. Clicking the “Save as Draft” button, and then cancelling out of the form will place the surveillance plan in draft status in the work list (See Figure 5.1).

![Instructions](image)

**Figure 5.1**

C. When the record is saved, a message will display indicating the record has been saved successfully. (See Figure 5.2).

![Instructions](image)

**Figure 5.2**
D. Add any additional information to the surveillance plan.

E. When the surveillance plan is ready to send for review, click “Send for Team Lead Review”.

F. The surveillance plan Send Message form will display (See Figure 5.3).

![Image of the Send Message form]

Figure 5.3

G. The following steps describe how to send the surveillance plan for review:
   1. The Subject drop-down should default to “Submit SP for review”.
   2. Select Add Email to TO/CC: The activity will default according to the DODAAC of the Surveillance Plan originator.
   3. Assure the desired Activity/DODAAC recipient is selected from the “Add Email to TO/CC” drop-down box.
   4. Select a specific Email recipient address from the selection box.
5. Click the “Add TO Email” button.
6. If you wish to add CC addresses, then you may do one of two things.
   i. Type them into the CC: box and click the “Add CC Email: CC List” button (this must be done one address at a time).
   ii. Select an address from the email list then click the “Add CC Email” button to add the address to the CC list.
7. Enter any desired message into the Content: box.
8. Click the checkbox next to the “Attach Surveillance Plan (in PDF format) to attach a copy of the surveillance plan.
9. Click “Cancel” to cancel the action.
10. Click “Send” to complete the forwarding action and release the surveillance plan to the Reviewer.
11. A PDREP Message indicating the message was sent successfully will display. (See Figure 5.4)

![Figure 5.4](image)

H. If forwarding to Team Lead for Review, the QAR must select their Team Lead listed in their PDREP profile.
I. If the QAR selects anyone else for the TO field other than Team Lead listed in their PDREP profile they will receive an error (See Figure 5.5).
The Surveillance Plan Base Page is the primary working page for a surveillance plan after it has been entered into PDREP. Originators may continue to update the information on a surveillance plan even after it has been reviewed. The base page also provides originators and others with a method of reviewing current surveillance plan data, and sending relevant correspondence (See Figure 6.1).

6 SURVEILLANCE PLAN BASE PAGE

The Surveillance Plan Base Page is the primary working page for a surveillance plan after it has been entered into PDREP. Originators may continue to update the information on a surveillance plan even after it has been reviewed. The base page also provides originators and others with a method of reviewing current surveillance plan data, and sending relevant correspondence (See Figure 6.1).
6.1 VIEW/EDIT SURVEILLANCE PLAN DATA

This link opens the same data entry page that was used to create the surveillance plan (See Chapter 2 for details) and allows the user to add additional information to the record. (See Figure 6.2, Figure 6.3 and Figure 6.4)

Figure 6.2
Figure 6.3
### Areas of Concern

#### Changes in the Surveillance Plan since Last Issue

<table>
<thead>
<tr>
<th>(FM)</th>
<th>Narrative: (Maximum 4000 characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

#### Supplier Audit Processes - In House

<table>
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<th>Audit Date</th>
<th>Audit Result</th>
</tr>
</thead>
<tbody>
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<td>2017010</td>
<td>NON-DESTRUCTIVE TESTING</td>
<td>07/10/2017</td>
<td>UNSATISFACTORY</td>
</tr>
<tr>
<td>2017002</td>
<td>NON-DESTRUCTIVE TESTING</td>
<td>05/24/2017</td>
<td>SATISFACTORY</td>
</tr>
<tr>
<td>2017001</td>
<td>WELDING</td>
<td>05/03/2017</td>
<td>SATISFACTORY</td>
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<tr>
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</tr>
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<tr>
<td>2017004</td>
<td>Radiography</td>
<td>03/22/2017</td>
<td>NOT APPLICABLE</td>
</tr>
</tbody>
</table>

### Process Surveillance Program

#### Process(es) | Frequency | Delete
---|-----------|----------
MPS 23 - MPS 23-Heat Treat | Daily | | |

### Product Audits/Inspections As a Result of DC&A or Other Concerns

#### NSIS Program Specific Technical Reviews

<table>
<thead>
<tr>
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</tr>
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<tbody>
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<td></td>
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</table>

### Data Collection & Analysis

#### Other Information

**Approved History**

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<tr>
<th>Submitted For Review</th>
<th>Submitted To</th>
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<th>Rejected Date</th>
<th>Returned To QAR</th>
<th>View Archive</th>
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<tbody>
<tr>
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<td>08/23/2017</td>
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<tr>
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</tr>
</tbody>
</table>

---

**Figure 6.4**
6.2 VIEW COMMENT AND RECOMMENDATIONS

This page displays the comments and recommendations that are given as the Surveillance Plan is routed through the review change (See Figure 6.5).

Figure 6.5
6.3 Send Message To

The page that displays is nearly identical to the forwarding page previously discussed and the same conventions should be followed. Message types include “General Message”, “Send Correspondence to Supervisor”, “Comments Sent to Team Lead” and “Follow-up”. The page that results from clicking the Send Message to General link is displayed in Figure 6.6.

![Send Message Screen](image)

**Figure 6.6**

*Note: The primary benefit of using the messaging features of PDREP is tracking of correspondence in Surveillance Plan History. All surveillance plan correspondence generated from within PDREP will be captured in history and therefore provides a comprehensive audit trail.*
6.4 Quick Views
The links in the “Quick Views” section of the surveillance plan Base Page provide a way to quickly review the various forms associated with a surveillance plan as described in the sections below.

6.5 View SP
Clicking the View SP link opens the surveillance plan in a new window (See Figure 6.7 and Figure 6.8).

A. Users can print a copy of the Surveillance Plan from the View SP screen.

Figure 6.7
B. This page provides the information for the Contractor that is contained within the PDREP system (including performance data) and the information entered by the QAR. Also displayed is the following information.

1. **Material Inspection Reports (MIRs):** A three-year view listing of receipt inspection activity, by Report number, Quantity Received, Quantity Rejected, and Inspection Date. Note this listing includes all receipt inspections performed for the Contractor CAGE, regardless of the inspecting activity.

2. **Supplier Audit Program (SAP):** A three-year view listing the completed and pending audits for the Contractor CAGE, by Audit Number, DCMA Participated, Corrective Action Completed, Date Audited, Process, Process Audit Date, and Audit Results. Note this listing includes all audits associated with the CAGE, regardless of the auditing organization.
3. **Surveys:** A three-year view listing the completed surveys for the Contractor CAGE, by Survey Number, Contract Number, FSC and Survey completion date.

4. **Product Quality Deficiency Reports (PQDRs):** A three-year view listing the PQDRs associated with the Contractor CAGE, by Report Control Number (RCN), Category, Critical Safety Item identification, Quantity Received, Quantity Deficient, and Closed Date.

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

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

6.6 **Download surveillance plan (PDF)**

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

6.7 **History**

This displays a comprehensive history of all forwarding actions and correspondence to date for the subject surveillance plan. The text of all e-mail messages will display on the History page (See **Figure 6.9**).
6.8 **View/Upload Files**

A. Click this link to see any files that have been attached to the PQDR to date. The number of currently attached files will appear in parentheses.

1. To attach new files, click the “View/Upload Files” link and then click “Add New Attachments” and follow the instructions on the page.

2. The maximum file size for any single attachment is 10 megabytes (See Figure 6.10).

B. Deleting an attachment can only be done by the QAR that is responsible for the record and his or her Team Lead. Click the delete button and the attachment will be deleted.

---

**Figure 6.10**

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
<th>Comments</th>
<th>Added Date</th>
<th>Uploaded By</th>
<th>Edit Description/Comments</th>
<th>Delete Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>B4201701</td>
<td>SNAPSHOT OF FOP/SP AFTER TEAM LEAD REVIEW COMPLETED AS OF THIS DATE</td>
<td>05/04/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B4201701</td>
<td>REJECTED BY TEAM LEAD</td>
<td>05/04/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7 TEAM LEAD SURVEILLANCE PLAN REVIEW

A. Upon receipt of a new Surveillance Plan, the Team Leader will look up the surveillance plan on the Worklist (See Figure 7.1) and click the Cage Code to take them to the Data Entry Page (See Figure 7.2).

![Figure 7.1](image1)

![Figure 7.2](image2)
B. To review the Surveillance Plan, click the View/Edit Surveillance Plan Data. The Surveillance Plan will appear as shown in Figure 7.3 and Figure 7.4.

C. The Team Lead can modify the data within the surveillance plan, or can identify those changes required to the QAR for their action.

---

### Figure 7.3

#### CAGE Code Information
- **Company Name:** CONTRACTOR PERFORMANCE ASSESSMENT
- **Street Address:** PORTSMOUTH NAVAL SHIPYARD
- **City, State, Zip:** PORTSMOUTH, NH 03804-5000

#### Quality Assurance Representative (QAR)
- **Activity:**
- **Name:**
- **Phone Number:**
- **Email Address:**

#### Contractor
- **POC:**
- **CAGE Code:**

#### Applicable Programs (NSIP and Non-NSIP)
- Select all that apply:
  - [ ] Naval Nuclear Propulsion Program (ANSPR-2000)
  - [ ] Navy Propulsion Program
  - [ ] Level I NSIP
  - [ ] Deep Submergence Systems Program
  - [ ] Nuclear Plant Material
  - [ ] Nuclear Criticality
  - [ ] Non-Critical, Non-NSIP

- Note: Oversight of the selected programs is accomplished in accordance with DCMA MAN 2001-05 and all other applicable customer requirements.

#### Highest Contractually Imposed Quality Assurance Provision
- **Provision:** ISO 9001

#### Nature of the Supplier, What They Supply, and Any Mandatory Oversight Requirements Outsourced
- **Narrative:**
- **FSC:**
  - [ ] Add FSC to List
  - [ ] Delete FSC from List
- **FSC(s) Associated with FSC:**
  - 9999 - MISCELLANEOUS ITEM

#### Areas of Concern

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#### Figure 7.4

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

- **Save**
- **Cancel**
Figure 7.4
D. Click the Save button to save any changes to the current page without exiting the page. A page can only be saved if all mandatory fields are completed. If required information is missing, then an error message will display at the top of the page specifying what information is missing.

E. Click the Approve and Archive button to save all changes to the current page and approve the Surveillance Plan with the information contained in the entry page. A confirmation message will display indicating the record was saved successfully and has been marked “Reviewed”. The Team Lead will be forwarded to the correspondence page (See Figure 7.5).

F. Click the Cancel button to exit the current page without saving any changes. The system will return you to the last page viewed before you began data entry and all unsaved changes will be discarded.

G. Click Reject and Return to QAR if Surveillance plan needs to be returned to QAR for updating. The Team Lead will be forwarded to the correspondence page (See Figure 7.5).

Figure 7.5
8 ANNUAL REVIEW

A. Surveillance plans are reviewed annually to provide updated information concerning the contractor oversight plan. Records that are due for review will be automatically cloned and a new serial number assigned. If the review is done at the yearly time frame the serial number will be changed to “02” at the end of the serial number. If the review is done in the following calendar year, the serial number will be updated to the current year.

B. The surveillance plan number is available for editing, but will automatically default to the correct value. The surveillance plan is updated with the appropriate information and the record can be saved as a draft or the action canceled. When the updated surveillance plan is saved, the QAR can forward the record to the Team Lead in the same manner as the original surveillance plan.

C. Surveillance plans requiring an annual review are identified on the Worklist by the Due column.

D. To review the surveillance plan, click the Cage Code and the base page for the surveillance plan will be returned (See Figure 8.1).

![Figure 8.1](image)

E. Once the review is complete, the record is saved and processed in the same manner as the original surveillance plan.
9  SURVEILLANCE PLAN SEARCH TAB

A. The user can search for an existing Surveillance Plan by either Cage Code or Company Name (See Figure 9.1).

B. After entering the Information click “Search”.

C. The user will be forwarded to the Surveillance Plan Base Page (See Figure 9.2).
A. Select the “From” transfer either “From Team Lead to Team Lead” or “From QAR to QAR”. (See Figure 10.1)

B. From appropriate dropdown box, select the individual that is currently responsible for the record, or input CAGE code. (See Figure 10.1)

C. Click Search, and the following screen will appear:
D. Under Transfer Records Header, select the Team Lead or QAR that the record will be transferred too.

E. Select the record that will be transferred, either by clicking on “Select All” or individual boxes.

F. Click on “Transfer Selected” (Figure 10.2).

11 SURVEILLANCE PLAN WORKFLOW

12 SUMMARY

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

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Commercial: (207) 438-1690
DSN: 684-1690
Fax: (207) 438-6535