Receipt Inspection Management System (RIMS) Application

User Guide
28 May 2025

TABLE OF CONTENTS

Click link to navigate to a specific section of the guide

FOREWORD

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

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

REFERENCES
- <u>SECNAVINST 4855.3</u>
  Product Data Reporting and Evaluation Program (PDREP)
- <u>NAVSO P3683</u>
  Product Data Reporting and Evaluation Program (PDREP).
- <u>DoDI 5000.79</u>
  Defense-wide sharing and use of Supplier and Product Performance Information.
- <u>NAVSEA SL110-AA-PRO-010</u>
  NAVSEA Technical Receipt Inspection Manual (TRIM)
- <u>NAVSEA Corporate Receipt Inspection Manual (CRIM)</u>
  Corporate Instruction for the Technical Receipt Inspection of Naval Nuclear Material
- <u>NAVSEA 0948-LP-045-7010</u>
  Material Control Standard
- <u>NAVSEAINST 4855.44</u>
  Receipt Inspection Bulletins
- <u>NAVSEAINST 4855.30</u>
  Control of Non-Level Material
- <u>DoDI 5200.48</u>
  Controlled Unclassified Information

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Receipt Inspection Management System (RIMS) application. RIMS is used to facilitate, document, and analyze the Receipt Inspection of material; this includes the ability to:

1. Record, certify and report Receipt Inspection results (Material Inspection Record – MIR)
2. Track material status
3. Prioritize material
4. Process Receipt Inspection Deficiency Logs (RIDLs)
5. Search and query data

For differences featured in Nuclear RIMS, see Appendix 2, or individually by following the various links throughout this guide. Differences are noted.

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

Getting Access

- **First Time Users**

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

- **Existing PDREP Users**

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

NSLC Portsmouth Help Desk

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

Additional Resources available on the NSLC Portsmouth Homepage

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

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

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

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

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

1 ACCESS LEVELS

Access to the functionality of the RIMS is determined by the user's Access Level. PDREP has several Access Levels for RIMS. All levels are DODAAC specific, in that if you have RIMS access, you can only edit records associated with your DODAAC.

Table 1.1

Role	Functions
No Access	If a user does not have access to the PDREP-RIMS application, the program link will not appear on the user" PDREP Main Menu.
Read Only	View a record RIMS Search RIMS Ad Hoc Sign RIB Concurrence
Work Packager	Add a new record Edit fields on Receipt Inspection Record – Add/Edit page if Supervisor Review (field 45) is null Remarks Sheet - Add/Edit - Sign
Expediter	Read Only with the following exceptions: - Edit Priority fields if Supervisor Review (field 45) is null - Edit Record "Need by Date" if (45) is null Access to RIMS Set Priority page Remarks Sheet - View
Supply	Expediter Role plus: Exhibit Tracking Search (Worklist) - Edit rights to all Exhibits (Includes entering from worklist and MIR/SARIDL) - Add Attachments (SARIDL Exhibits Only), View Attachments (All) Remarks Sheet - View

Role	Functions
Inspector	Add a new record
	Edit fields on Receipt Inspection Record – Add/Edit page if Supervisor Review (field 45) is null
	Add, edit description/comments, delete attachment on open MIRs (add attachments to closed MIRs in **nuclear only**)
	Material Inspection Record (Attributes) page • Add or disable inspection attributes • Add/Edit (32), (33) and (34), (39) thru (43) • Sign Inspection Attributes (35) • Edit/Remove Signature (35) if (44) and (52) are null, and own signature • Sign Inspection Complete (44) • Sign for RIB Applicability to a MIR RIDL • Enter, lock, and complete Condition • Assign and complete Next Action • Notify Individual • Add, edit description/comments, delete attachment • Close RIDL Continuation Sheet, Lab R&R (non-nuclear only), Weld Request (non-nuclear only) • Add/Edit • Sign • Edit/Remove signature if (44) is null and own signature Sub-Vendor Sheet Add/Edit Remarks Sheet • Add/Edit • Sign • Edit/Remove signature if (44) is null and own signature

Role	Functions
Engineer	Inspector Role plus: MIR • Complete (36), (36a) (37), (47) thru (51) (36A for nuclear, not visible for non-nuclear) • Sign (52) "QAS/Engineer Review" • Edit/Remove Signature (52) if (44) is null and own signature RIDL • Enter, lock, and complete Resolution • Unlock Condition if Resolution is unlocked and RIDL Closed is null • Access RIDL search and Pre-engineered RIDL Functionality if resolution lock is null • Access RIDL Metrics on closed and open RIDLs Remarks Sheet • Add/Edit • Sign • Edit/Remove signature if (44) is null and own signature RIB • Add/Edit • Sign • Edit/Remove signature if RIB is not closed and own signature
Supervisor	Inspector Role plus: MIR • Sign (45) • Edit/Remove (35) (even not their own) if (44) and (45) are null • Edit/Remove (44) (even not their own) if (45) is null RIDL • Unlock Resolution if RIDL Closed is null and (44) and (45) are null. Remarks Sheet • Add/Edit • Sign • Edit/Remove signature if (44) is null and own signature RIB • Add/Edit • Sign • Edit/Remove signature if RIB is not closed and own signature

Role	Functions
Full Access	Inspector, Engineer, Supply, and Supervisor abilities plus: Edit/Remove any signature (in proper order), i.e. • (35) if (44) is null and (34) is zero, or if (34) >0 and (44) and (52) are null • (44) if (45) is null • (52) if (44) is null • Delete Exhibits • Create MIR Revisions • Unlock records locked by individuals

2 NAVIGATING TO A RIMS RECORDS

2.1 RIMS Worklist

2.1.1 Accessing the RIMS Worklist

To enter the RIMS module of PDREP, hover over the RIMS program link on the left side of the PDREP Main Menu (see **Figure 2.1**). Upon hovering over the link, the RIMS menu will appear. Click on the desired section of RIMS to enter. Not all options are available to all users. You must have permission to access the RIMS module in your profile or the module link will not be visible.

For Nuclear users: The hover menu does not appear until you have been transferred to the NNPI side of PDREP. Click on the RIMS Hyperlink to be transferred over. On the NNPI Main Menu, the hover menu will appear.

A list of recently accessed records will appear on the right-hand side of the PDREP main menu. In regards to RIMS, these currently are not hyperlinked, however there are some other record types (i.e.: PQDR) that will have a hyperlink.
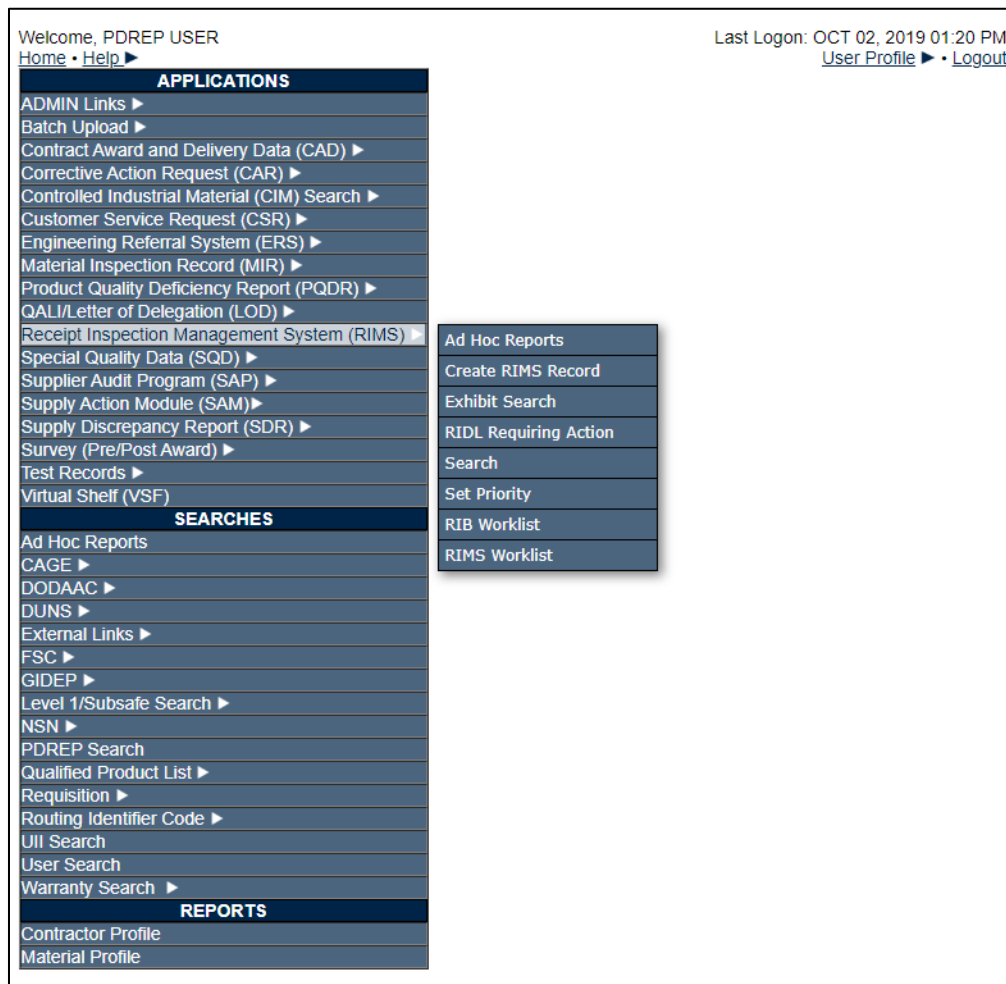
Figure 2.1

To load the RIMS Worklist, select "RIMS Worklist" from the menu. When selected, the RIMS Worklist will appear (see **Figure 2.2**).

2.1.2 Using the RIMS Worklist

Figure 2.2

The Worklist settings will default as shown. Both the Status and Action fields default to ALL (a blank – unspecified - action equates to ALL). The DODAAC field will be defaulted to your primary DODAAC; however, any DODAAC may be entered. DODAAC is a mandatory field for returning search results. Minimum search results can be obtained by entering just the DODAAC and setting a date range. Date range defaults to the 365 days.

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

- The "status" selection box will display only the records for the specified status.

- The date range for the Worklist defaults to the present date minus one year but can be changed if needed.

- To search by Document Number, the full document number or a partial number may be entered. A search on a partial value will return results.

- To filter with the Inspector field, enter the exact 5-letter user code of the inspector. Results will not be returned if a name, incorrect or partial User Code is entered.

- To search by Contract Number, the full Contract Number or a partial number may be entered. A search on a partial value will return results.

- Options in the Action field are the available shipyard codes plus a blank option equating for ALL (default).

- Options in the QA Code dropdown are QA1, QA2, or QA3 (non-nuclear) and A, C, or G (nuclear). The QA Codes defaults to blank.

See **Appendix 2 for discussion on Nuclear QA Levels**.

- The Sort field allows you to specify the order by which the results can be displayed. Sort options are Added Date (Ascending), Added Date (Descending), MIR Serial Number, Status, Material Level, Action, and Contract Number.

- When you have selected the criteria, click "Display Worklist" to view all RIMS records matching the criteria entered. A sample set of results is illustrated in **Figure 2.3**.

- The search results include the following fields: RIMS Number, MIR Number, QA (Material Level) Code, Contract Number, Document Number, Material Description, Added Date, Action, Status, Inspector, Main, MIR, and RIDL. The Main MIR and RIDL columns provide links to other pages. The Main column provides a link to either read a signed MIR or edit a MIR in process. The MIR column provides a link to the MIR Attributes page, and the RIDL (Receipt Inspection Deficiency Log) link provides a link to RIDL Worklist. Not all links will be enabled. The sections that follow will identify requirements for enabling these links. For descriptions of the remaining columns, see the **Data Dictionary in Appendix 1**.

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

<div style="border:1px solid #000; padding:10px;">

RIMS Worklist

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

DODAAC: N39040	Status: ALL
From Date: 10/02/2018	To Date: 10/02/2019
Document Number:	Inspector:
Contract Number:	Action:
QA Code:	Sort: ADDED DATE - ASC

[Display Worklist]   [Blank RFI Tag]

Instructions
1. Select a **Serial Number Type**
2. Type in a **Serial Number**
3. Click **Go To MIR** to enter the record

Serial Number Type: MIR SERIAL NUMBER   MIR/RIMS Serial Number:

[Go to MIR]

Result count: 20
RIMS Worklist Download: Click here to download data in spreadsheet

RIMS Number	MIR Number	Mat Level	Contract Number	Document Number	Material Description	Added Date	Action	Status	Inspector	Main	MIR	RIDL
00052079	18284001	QA 1		123456789777	BLAST GRIT	10/11/2018	2310	PARTIAL REJECT	MROBI5	Read	MIR	RIDL
00052080		QA 1		DOC6		11/15/2018	133	AWAITING INSP		Edit	MIR	RIDL
00052081	18344001	QA 1		123456789456	DISC ASSEMBLY	11/19/2018	133	AWAITING INSP		Edit	MIR	RIDL
00052082	18333A01	QA 2		1234567897898789	BOLT, MACHINE	11/29/2018	133	AWAITING INSP		Edit	MIR	RIDL
00052083	18344002	QA 1		8888888	SCREW, CAP, SOCKET H	12/10/2018	133	AWAITING INSP	LBINE	Edit	MIR	RIDL
00052084		QA 2		787989879879879	BOLT	12/12/2018	133	AWAITING INSP		Edit	MIR	RIDL
00052087	18355001	QA 1	N0010418C7891		ELBOW	12/21/2018	133	AWAITING INSP		Edit	MIR	RIDL
00052089	19043401	QA 1		45654564564		02/12/2019	133	AWAITING INSP		Edit	MIR	RIDL
00052090	RP191361	QA 1		12345678788787	BAR, ROUND	02/12/2019	133	AWAITING INSP		Edit	MIR	RIDL
00052091	19085A01	QA 2		12345678977	BEAM	03/26/2019	136	IN-PROCESS	MROBI5	Edit	MIR	RIDL
00052092	19086A01	QA 2	N4511204A0324	7648V3489	STUD	03/27/2019	133	IN-PROCESS		Edit	MIR	RIDL
00025458	19084A01	QA 2	N4511204A0324	89789788	STUD	04/25/2019	138	RIDL	DSALE	Edit	MIR	RIDL
00052093	19115A01	QA 2		12345678966666	BAR	04/25/2019	133	AWAITING INSP		Edit	MIR	RIDL
00052094	19116A01	QA 2	PLACEHOLDER12		CAP	04/26/2019	270	IN-PROCESS	MROBI5	Edit	MIR	RIDL
00052095	19123A01	QA 2	N4511204A0324	NEWODCDOC	STUD	05/03/2019	136	ACCEPTED	MROBI5	Read	MIR	RIDL
00052086	18351001	QA 1	PLACEHOLDER12		VALVE, GLOBE	05/07/2019	133	IN-PROCESS	MROBI5	Edit	MIR	RIDL
00052097	19234001	QA 1		12345678912345678912	ANGLE	08/22/2019	133	AWAITING INSP		Edit	MIR	RIDL

</div>

Figure 2.3

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

- Select the type of record to search for from the Serial Number Type field.

- Enter the number in the MIR/RIMS Serial Number field and click the "Go To MIR" button.

- The Receipt Inspection Record - Add/Edit page will display (see **Figure 3.1**). See **Section 3.1** for instructions on using the Receipt Inspection Record – Add/Edit page.

2.1.3 Other Worklist Functions: Blank RFI Tag

Clicking the Blank RFI Tag button provides a means to create and print a "Ready for Issue" tag.

Ready for Issue Tags are used to indicate the material has passed a Technical Receipt Inspection (TRI) and is ready for issue.

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

NOTE: *For these examples, a DODAAC of N39040 was used to illustrate the auto-filling capability of the Certifying Activity field on the RFI Tags.*

Figure 2.4

(Compare to nuclear QA-A)

RIMS RFI Tag Creation
QA 2 NON-NUCLEAR
READY FOR ISSUE

	COG	FSC	NIIN/NICN/LSN	SMIC
NSN:				

STOCK NUMBER:

MAT DESG: MIR NUMBER:

GENERIC MATERIAL:

RIN:

VENDOR SERIAL NO:

CONTRACT NO:

CALL NO:

DESCRIPTION:

SHELF LIFE EXP:

CERTIFYING ACTIVITY: PORTSMOUTH NAVAL SHIPYARD

DATE:

REMARKS/WAIVERS:

SEE BACK: ☐   DUPLICATE TAG: ☐

Save Tag   Preview Tag   Cancel

Figure 2.5

(Compare to nuclear QA-C)

RIMS RFI Tag Creation
QA 3 NON-NUCLEAR
READY FOR ISSUE

	COG	FSC	NIIN/NICN/LSN	SMIC
NSN:				

STOCK NUMBER:

MAT DESG: MIR NUMBER:

GENERIC MATERIAL:

RIN:

VENDOR SERIAL NO:

CONTRACT NO:

CALL NO:

DESCRIPTION:

SHELF LIFE EXP:

CERTIFYING ACTIVITY: PORTSMOUTH NAVAL SHIPYARD

DATE:

REMARKS/WAIVERS:

SEE BACK: ☐   DUPLICATE TAG: ☐

Save Tag   Preview Tag   Cancel

Figure 2.6

Complete the desired information.

- Entering values in the NSN fields will automatically fill in the Stock Number with those values.

- Entering a MIR Number causes the MIC (QA1 and QA2) or RIN (QA3) field to auto-fill with the value from the MIR Number field.

- Values from the Mat Desg field auto-fill a prefix to the MIC or RIN fields.

- Checking the See Back field, checks the See Back box on the printed tag. This indicates that more information is provided (usually hand-written) on the back of the tag.

- Click the Save Tag button to assure all of the information entered is captured. Tag information is not saved to the database, and captured only for the active session.

- Click the Preview Tag button to view what the final tag will look like. The Tag will be displayed as a .pdf file in a separate window. See **Figure 2.7**. From this window, the RFI tag may be sent to the printer.

See **Appendix 2 for discussion on Nuclear RFI Tags**.

Figure 2.7

2.1.3.1　QA Level 1 Field Descriptions/Nuclear QA-A Field Descriptions

- **NSN:** National Stock Number of the material. Subfields are provided for the Cognizant symbol (COG), Federal Stock Class (FSC), National Item Identification Number (NIIN), and Special Material Identification Code (SMIC).

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

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

- **MIR Number:** Defines the Material Inspection Record the RIMS RFI tag is associated with.

- **Generic Material:** The Generic Material of the item (or assemblies), the Generic Material of the major pressure boundary portion from the MOD.

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

- **Vendor Serial Number:** The Permanent Serial Number marked on the material (normally applied by the vendor).

- **Description:** Description of the item. This may include the MIR description such as name, size, material, specification-type-class, drawing/piece number or MIL-type grade (when known).

- **Certifying Activity:** This field is prepopulated based upon the user" profile information. It is un-editable.

- **Date:** Day the tag is printed. For duplicate tags, enter the date shown on the original tag.

- **Remarks/Waivers:** For Level 1 material marked with a partial MIC number, record the partial MIC markings in this block. Enter any remarks or waivers as applicable. When an item has a condition code other than "A", state the limitation(s) and/or inspection(s) that must be performed. If a manufacturing/end-use-notice tag is applied to the material during TRI, note this and the DF/RIDL number.

- **See Back (indicator):** Check this block whenever information or stickers are applied to the back of the tag.

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

2.1.3.2　QA Level 2 and 3 Field Descriptions/Nuclear QA C Field Descriptions

Below are field descriptions found in the Ready for Issue Tag that are not described in the previous section.

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

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

3 WORKING WITH RIMS RECORDS

3.1 Record Creation

3.1.1 Initial Record Creation

Clicking the Create RIMS Record tab displays the screen shown in **Figure 3.1A**.

Figure 3.1A

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

- Fields designated with an (M) are mandatory and must be completed in order to proceed to the Edit Attributes page. Input additional fields when the information is available.

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

    1. Material Received Date

    2. Job Order Number

    3. Key OP

    4. Project Number

    5. Contract Number

    6. Item Number

7. Contract Delivery Date

8. Vendor CAGE Code

9. Vendor Name

10. NSN fields (COG, FSC, NIIN, and SMIC)

11. FSC Material Description

12. Dollar value received

13. Units Received

14. Unit of Issue

15. Drawing or Part Number

16. Inspection Procedure

NOTE: *Fields will only populate when PDREP has been provided data from the MAT system.*

- If priorities have previously been set using the Set Priority tab (discussed in **Section 9**) the Need By date and Priorities 1, 2, and 3 fields are also auto-populated.

- For both the **Material Specification** field as well as the **Manufacturing Specification** field, typing in the field will perform a search against a database table for specs and any matches will be displayed as a pick-list. See **Figure 3.1B** for an example. Note that all specs were imported from the DLA ASSIST database. If the relevant spec is not found, contact the PDREP Help Desk.

(23)MATL SPEC: ASME B18.2

| |
ASME B18.2.1 | BOLTS AND SCREWS INCH SERIES, SQUARE AND HEX (WITH ADDENDA)
ASME B18.2.2 | NUT, HEX AND SQUARE (INCH SERIES)
ASME B18.2.3.4M | NUT, HEX FLANGE METRIC
ASME B18.2.3.7M | BOLTS, METRIC HEAVY HEX STRUCTURAL
ASME B18.2.3.8M | BOLTS, METRIC HEAVY HEX STRUCTURAL
ASME B18.2.3.9M | SCREWS, HEX FLANGE HEAVY METRIC
ASME B18.2.4.1M | HEX NUTS, STYLE 1, METRIC (SEE NOTICE OF WITHDRAWAL FOR REPLACEMENT INFORMATION)
ASME B18.2.4.6M | HEX NUTS, METRIC
ASME B18.2.4M | SCREWS HEX FLANGE METRIC
ASME B18.2.6 | FASTENERS FOR USE IN STRUCTURAL APPLICATIONS

Figure 3.1B

- Material Designator will default to N/A in all cases until a scenario in which a Material Designator is relevant is selected. In all scenarios, the option to use "N/A" is retained in the dropdown that displays following one of the scenario conditions being met. The scenarios where a Material Designator will be autofilled are:

    1. QA-1 or QA-A records where the Material Specification field matches one from the NAVSEALOGCEN Level I / SUBSAFE Engineering Information System (EIS) Material Designator Catalog, and the subsequent Material Type, Material Composition, and Material Condition fields are selected.
        i. In the event a Material Designator or a combination of Type, Composition, and Condition is not present for the specification – refer to the process in NAVSEA 0948-LP-045-7010 Vol. II and contact NAVSEALOGCEN Mechanicsburg at mech_nslc_matdesginator@us.navy.mil – Requests to the PDREP Help Desk for this type of inquiry will not be rerouted.

2. QA-2 records where the DSS/SOC checkbox is checked; options provided are:

   i. MCDB

   ii. MCDC

3. All records where the FBW/SFCC checkbox is checked; value provided will be "SFCC".

4. All records where the CSM checkbox is checked; will autofill like #1 above.

5. Material with an X6 SMIC disables the autofill to allow manual entry.

- Making a selection from the Matl Code field of QA1, QA2, or QA3 will cause additional fields to display that are specific to the Code selected. See **Appendix 2 for discussion on Nuclear QA Levels.**

   1. Selecting QA1 will open a drop-down box titled Level 1 Serial Number Type and will open the MIR Numbers Required field (see **Figure 3.2**).

   2. The Level 1 Serial Number Type defaults to Procured (after saving).

   3. Other Type options are SY Manuf, Factory Pool and Rotatable Pool. These options can be selected and saved without the need to create an MIR serial number. See **Section 3.1.2** for detailed information on creating these specific MIR Serial Number types. The Create MIR Serial Numbers button will automatically generate a MIR Serial Number or a range of MIR Serial Numbers if a number greater than 1 is selected for the lot. **Figure 3.2** illustrates the addition of these two fields. **This does not occur when selecting QA-A on the nuclear side**.

- Both Nuclear and Non-Nuclear RIMS use the remarks sheet. For discussion on how the Remarks Sheet works, see **Section 3.6.5**.

Figure 3.2

- Selecting QA2 or QA3 will cause the Create MIR Serial Numbers button to display. The MIR Numbers Required field is not used for QA2 and QA3 lots.

Figure 3.3

- After the Receipt Inspection Record – Add/Edit form has been successfully saved with all the conditions met to enable the Edit Attributes button (see **Figure 3.3**, as well as **Section 3.2.3**) and an MIR serial number has been subsequently assigned, the Edit Attributes button will be enabled (see **Figure 3.4**).

NOTE: *Most RIMS records include more information than just the mandatory fields. If you know the data associated with the input boxes provided, record that information.*
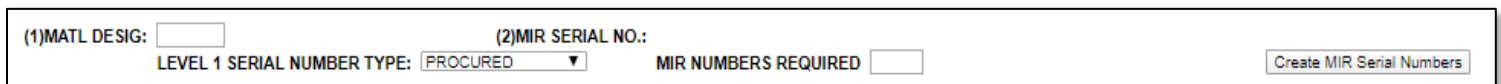

Figure 3.4

3.1.2 Create MIR Serial Numbers

The Create MIR Serial Number button is used to create a MIR serial number to associate with the Receipt Inspection Record being created or edited. Clicking this button will display the assigned number or number sequence (above the button). After the Serial Number (or numbers) has been assigned, the Add/View Attachments button displays. Adding and viewing attachments is discussed in **Section 3.2.8**.
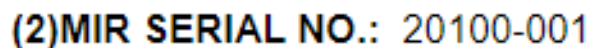
The default format for the Serial Number is different based upon the Material Code and the Activity of the Inspector. In all cases, the MIR Serial Number begins with the Julian Date followed by the sequence number that conforms to the format noted as follows.

A. Material Code QA 1. Selecting QA 1 from the Material Code drop-down list and saving the record opens up two additional fields: Level 1 Serial Number Type and MIR Numbers Required. These additional fields are displayed in **Figure 3.5.** Notice in **Figure 3.5**, after the Serial Numbers has been assigned, these fields will no longer display. The number format is the only indicator of the Levels described below.

   1. If the Level 1 Serial Number Type is specified as PROCURED, the Serial Number will begin with 001. Subsequent numbers will continue in sequence.

   2. If the Level 1 Serial Number Type is specified as SY MANUF, the Serial Number will begin with 401. Subsequent numbers will continue in sequence.

   3. If the Level 1 Serial Number Type is specified as FACTORY POOL, the Serial Number will begin with FP, followed by a 2-digit year and another 4 digits specified by the inspector. If the number specified is found to exist, an alphabetic character will be appended, beginning with "a".

   4. If the Level 1 Serial Number Type is specified as ROTATABLE POOL, the Serial Number will begin with RP, followed by a 2-digit year and another 4 digits specified by the inspector. If the number specified is found to exist, an alphabetic character will be appended, beginning with "a".

(1)MATL DESIG: [ ]	(2)MIR SERIAL NO.:		
LEVEL 1 SERIAL NUMBER TYPE: [PROCURED ▼]	MIR NUMBERS REQUIRED [ ]		Create MIR Serial Numbers

Figure 3.5

(2)MIR SERIAL NO.: 20100-001

Figure 3.6

B. Material Codes QA 2 and QA 3 have sequence numbers that begin with a letter based upon the Activity's CAD as follows.

   1. **Portsmouth Naval Shipyard:** sequence number is prefaced with the letter A.

   2. **Norfolk Naval Shipyard:** sequence number is prefaced with the letter N.

   3. **Puget Sound Naval Shipyard:** sequence number is prefaced with the letter S.

   4. **Pearl Harbor Naval Shipyard:** sequence number is prefaced with the letter P.

   5. **NSWC Philadelphia:** sequence number is prefaced with the letter Q.

   6. **NSWC Crane & all other Navy locations without a CAD:** sequence number is prefaced with the letter T.

19

C. Nuclear MIR Serial Numbers utilize the QA Code (C, G) similar to the logic in #2 above for non-level I (QA-C & QA-G) records.

3.2 Additional Button Functionality on the Add/Edit Page

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

3.2.1 Save Record

Clicking this button saves the entries made on the page.

3.2.2 Edit Attributes

This button brings up the Material Inspection Record. Refer to **Section 3.3** for instructions on enabling and working with Inspection Attributes.

3.2.3 RFI Tags

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

Figure 3.7

3.2.4 RIDL Worklist

Clicking the RIDL Worklist button will redirect to the RIMS RIDL Worklist page (see **Figure 3.8**). Click the Back button to return to the Receipt Inspection Record – Add/Edit page. See **Section 4** for working with RIDLs. See Appendix 2 for differences found within Nuclear RIMS.

Figure 3.8

3.2.5 Work Package Report

The Work Package Report button will generate a cover sheet that can be used for the Work Package. This will open a PDF which can be printed (see **Figure 3.9)**.

Figure 3.9

3.2.6 Status History & Action History

The Status History button will display the RIMS Status History (see **Figure 3.10**). Click the Back button to return to the Receipt Inspection Record – Add/Edit page.

Figure 3.10

The Action History button will display the RIMS Action History (see **Figure 3.11**). Click the back button to return to the Receipt Inspection Record – Add/Edit page.

RIDL Action History is also displayed on the bottom half of the page.

Figure 3.11

3.2.7 Add/View Attachments

The Add/View Attachment button allows uploading, viewing and deleting of attachments. To Add or View Attachments, click the Add/View Attachments button. For further instructions, please follow the guide to Attaching a File in PDREP, found [here](#) (see **Figure 3.12**).
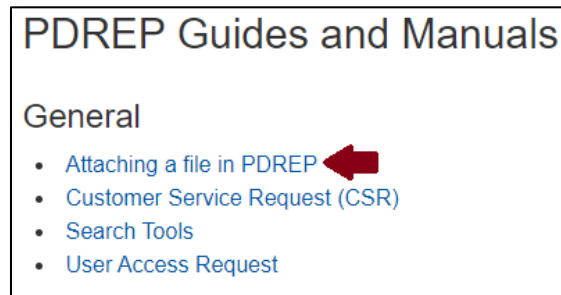
Figure 3.12

3.2.8 Subvendor

Clicking the Subvendor button displays the RIMS Subvendor Information page shown in **Figure 3.13**. Click the Back button to return to the Receipt Inspection Record – Add/Edit page. See **Section 3.2.8** for details on the Subvendor Information page.

Figure 3.13

3.2.8.1   Subvendor Lookup CAGE – RIMS Subvendor Information page

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

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

23

Figure 3.14

- Enter a CAGE Code or a Vendor Name and click the Search button. A list of results displays.

Figure 3.15

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

- When accessed from the Subvendor page, the Lookup CAGE functionality provides a means to add a company as a selection for CAGE. However, this is to be used only for Subvendors who do not already have a CAGE Code. This option is only available for Subvendors and is not available when clicking the Lookup CAGE button for the Vendor (described in **Section 3.2.9**).

- For Subvendors that do not have a CAGE, a user is permitted to create a PDREP "CAGE". This Code is internal to PDREP and not visible externally and should only be used if a Subvendor/Company does not already have a CAGE or existing PDREP "CAGE". Take care to search for an existing PDREP "CAGE" to be sure a duplicate is not created.

Figure 3.16

- To do this, click the Add New CAGE button. The entry form shown in **Figure 3.17** displays.

Figure 3.17

- Complete the form with as much information as possible. Fields marked with an (M) are mandatory.

- Click the Add button.

- When you click the Add button, you will be redirected away from the Lookup CAGE Code page back to the RIMS Subvendor Information page with the new PDREP "CAGE" listed in the CAGE field (see **Figure 3.18**).

- Click the Lookup CAGE button again if the CAGE needs to be looked up.

- In the Lookup CAGE Code page (see **Figure 3.18**), enter all or part of the company name that you entered when creating the CAGE.

- Click the Search button.

- Results are displayed as in **Figure 3.18**.

Figure 3.18

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

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

Figure 3.19

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

Figure 3.20

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

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

3.2.8.2 Subvendor Report

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

Click the Report button in the RIMS Subvendor Information page (see **Figure 3.20**). The Material Inspection Record – Subvendor Information Report displays in a separate window (see **Figure 3.21**). Close the browser window to close the report.

MATERIAL INSPECTION RECORD - SUBVENDOR INFORMATION

MIR SERIAL NO 20100-001A

SUBVENDOR NAME	CITY	STATE	CAGE CODE
RIMS USER GUIDE COMPANY	KITTERY	ME	#7116

Figure 3.21

3.2.8.3 Back Button

To exit the Subvendor Information page and return to the Receipt Inspection Record – Add/Edit page, click the Back button (shown in **Figure 3.20**).

3.2.9 Lookup CAGE – Receipt Inspection Record – Add/Edit page

Vendor and Manufacturer CAGE codes utilized in the application are validated against the PDREP database. The Lookup CAGE button allows the user to lookup Vendor information either by CAGE Code or Vendor/Manufacturer Name. The button is provided next to the Vendor CAGE field and Mfg CAGE fields (see **Figure 3.22** – Manufacturer CAGE not pictured but located further down on the

27

page. See **Figure 3.1**). When a CAGE is selected from the lookup page, it populates the field associated with the button.

(1)MATL DESIG:		(2)MIR SERIAL NO.: 20100-001
ADDED DATE: 04/09/2020		(M)(4)MATL RECEIVED DATE: 04/09/2020
(M)(6)MATL CODE: QA 1		(M)(19)MATL SOURCE: SYSTEM
(CM)(7)DOC. NO.: 01231234		(11a)JOB ORDER:
(CM)(8a)CONTRACT NO.: PLACEH-OL-D-ER12		(8b)CALL:
(5)CONTRACT DEL DATE:		NEED BY:
(M)(15)VENDOR CAGE: #7116 Lookup CAGE		(29)DCMA ACTIVITY:
VENDOR NAME: RIMS USER GUIDE COMPANY		

Figure 3.22

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

Lookup CAGE

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

Code FOR: CAGE
Code:
Name: RIMS

Search   Cancel

CAGE Code	Company Name	Address	City	State	Select
#7116	RIMS USER GUIDE COMPANY	USER GUIDE ADDRESS	KITTERY	ME	Select CAGE Code
#7117	RIMS USER GUIDE COMPANY	USER GUIDE ADDRESS	KITTERY	ME	Select CAGE Code

Figure 3.23

Figure 3.23 illustrates the Lookup CAGE Code functionality with a result set. Notice the Add CAGE function is only available for a Subvendor and is not available for the Vendor on this screen.

3.3 Working with the MIR Form

3.3.1 Accessing the MIR Form

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

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

- Mandatory fields are completed.

- A selection is chosen from the Inspection Procedure dropdown list. (Clicking a selection from this list populates mandatory field 27a with the chosen inspection procedure and enables the selection box for line 27c Encl/Sect.)

- A selection is made from line 27c.

- An MIR number has been assigned.

After the record has been successfully saved with all the conditions met, the Edit Attributes button will enable.

3.3.2 Working with Inspection Attributes

Clicking the Edit Attributes button or MIR link on the RIMS Worklist opens the Material Inspection Record page shown in **Figure 3.24**.

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

NOTE: *For QA Review, there are differences with the Nuclear side of RIMS. See Appendix 2 for more details.*

Figure 3.24

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

For each attribute that is applicable to the record, the Inspector will complete the Quantity Inspected (Qty Insp), Inspection Type (Insp Type), and Quantity Deficient (Qty Def) fields.
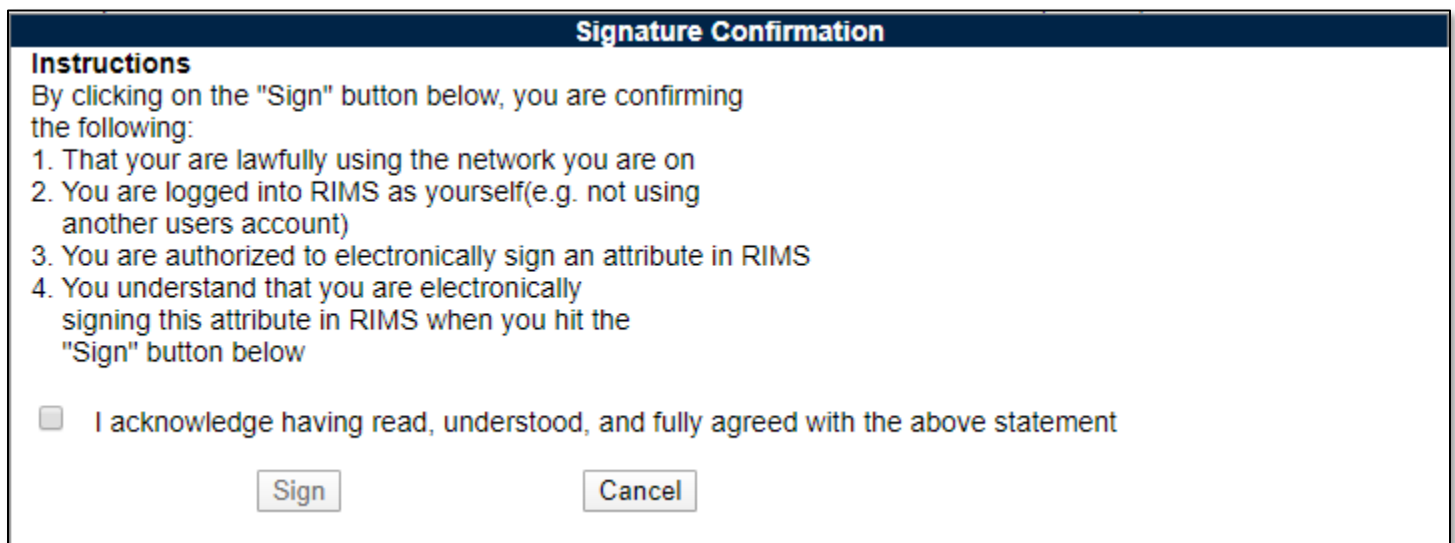
- **Qty Insp:** The number of product inspection units actually inspected for that attribute.

- **Insp Type:** Inspection Type Code and Code Attributes available for selection from the drop down box are:

    1. **P:** Inspection for the attribute was performed by the inspector.

    2. **V:** Accepted based on the inspector" verification of the vendor" certification package.

    3. **W:** Inspection/test witnessed by the inspector.

    4. **D:** Inspection/test accepted based on DCMA inspection.

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

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

3.3.3 Inspector Sign Off

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

Clicking the Sign button will redirect to the Signature Confirmation page displayed in **Figure 3.25**. Read the Instructions on the Signature Confirmation page and if in agreement with the statements, click the acknowledgement checkbox and then the Sign button. If not in agreement with the Instructions as specified, click the Cancel button to return to the Attributes page.

Figure 3.25

30

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

Each Inspection Attribute displayed on the form must be either Completed and Signed or Disabled to move on to the next step. **Figure 3.26** illustrates the Material Inspection Record after the Inspection Attributes have been signed off by the Inspector.

Figure 3.26

3.3.4 QA/Engineer Sign Off

If deficiencies are noted, the QA or Engineer will review the record and complete the Quantity Rejected (Qty Rej), and Deficient Class (Def Class) fields. Once values greater than 0 are saved within Quantity Rejected, the QA Review row of information will become available for data entry and signature.

For discussion on the Nuclear QA Review, See Appendix 2.

- **Qty Rej:** The number of parts rejected.

- **Defect Class:** The criticality code for the defect classification. Code Definitions are:

  1. **Critical:** A defect that judgment and experience indicate would results in hazardous or unsafe conditions for individuals using, maintaining, or depending upon the product, or a defect that judgment and experience indicate is likely to prevent performance of the tactical function of a major end item such as a ship, aircraft, tank, missile, or space vehicle.

  2. **Major:** A defect, other than critical, that is likely to result in failure, or to reduce materially usability of that unit of product for its intended purpose.

  3. **Minor:** A defect that is not likely to reduce materially usability of the unit of product for its intended purpose, or is a departure from established standards having little bearing on the effective use or operation of the unit.

When each individual Attribute line item has been completed and at least one attribute has a value greater than 0 saved in Quantity Rejected, the QA must complete the applicable Review fields in the QA Review portion of the Approvals section. The QA is responsible for completing the following fields: Qty Def (Quantity Deficient), Value Def (Deficient), Def (Deficiency) Code, QDR No, QDR Date, Lot Rej (Rejected), and Vendor Liable. Qty Def and Value Def are Mandatory fields. Signing will not be successful until the following requirements are met:

- Qty Def (Deficient) is completed with a numeric value.
  - Qty Def is less than or equal to Lot Size.

31

- Value Def (Deficient) is completed with a numeric value.
    - Value Def is less than or equal to Value Received.
- QDR Number must be a valid PQDR Record Control Number – a PQDR may be created via the Create PQDR button available in the QA Review section. Creating a PQDR in this fashion will auto-populate the PQDR RCN into this field.

When the QA Review has been signed successfully, the label on the "Sign" button switches to "Edit" enabling the QA to make any subsequent changes as necessary. Additionally, no subsequent RIDLs may be initiated following the signing of QA Review.

While performing QA Review, all values may be saved using the Save button at the top of the screen prior to signature.
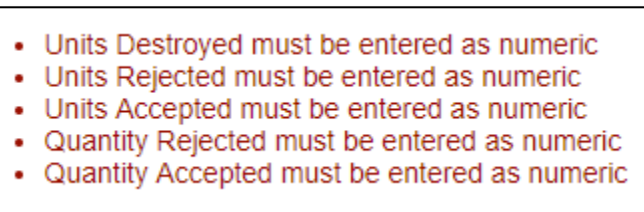
3.3.5 Inspection Complete

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

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

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

If any of the conditions are not met, a message will be displayed when the Sign button is clicked (similar to that in **Figure 3.27**). The Inspector will be required to close the open items and resolve any discrepancies prior to signing.

- Units Destroyed must be entered as numeric
- Units Rejected must be entered as numeric
- Units Accepted must be entered as numeric
- Quantity Rejected must be entered as numeric
- Quantity Accepted must be entered as numeric

Figure 3.27

When the open items have been resolved successfully, clicking the Sign button will redirect to the Signature Confirmation page displayed in **Figure 3.25**.

See **Section 5** in regards to closing RIDLs, **Section 3.6.2** for instructions on resolving Continuation Sheets, **Section 3.6.5** for the Remarks Sheet, and **Section 3.6.3** for completing Lab Requests.

3.3.6 Supervisor Sign Off

When the Inspection has been successfully signed off as Complete, the Sign button for the Supervisor Review enables (line 45). In order for the Supervisor to sign off on the Inspection, the Status field must be changed to one of the five "Closed" status (Accepted, Cancel, Recalled, Partial Reject or Rejected). The Status must be saved by clicking the Save Status button before proceeding to signing.

Clicking the Sign button will redirect to the Signature Confirmation page displayed in **Figure 3.25**. Read the Instructions on the Signature Confirmation page and if in agreement with the statements, click the acknowledgement checkbox and then the Sign button. If not in agreement with the Instructions as specified, click the Cancel button to return to the Attributes page.

After the Supervisor Review signature has been accepted, the row of buttons along the top of the page reset. The Save button no longer displays and a Revise MIR button appears as shown in **Figure 3.28**. Additionally, once the Sign button is clicked, changes to "Edit" and all of the previous Edit buttons are disabled.

Figure 3.28

3.4 Modifying a Signed Material Inspection Record

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

3.4.1 Method One: Revision

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

3.4.2 Method Two: Signature Modification

- Begin by clicking the Edit button associated with the Supervisor Review Signature.
- Confirm the Edit in the Edit Confirmation box (see **Figure 3.29**).
- The Supervisor Review Signature is removed and the Inspection Complete Edit button is enabled.
- Select the Edit button associated with the Inspection Complete Signature.
- Confirm the Edit.
- The Inspection Complete Signature is removed and the QA Review Edit button is enabled.
- Select the Edit button associated with the QA Review Signature.
- Confirm the Edit.
- The QA Review Signature is removed and the Attribute line item Edit buttons are enabled.
- Individual Attribute line items may now be edited.
- Click the Edit button associated with an Attribute.
- Confirm the Edit.
- The Signature is removed and the button changes from Edit to Sign.

When the MIR is modified using Method 2, the Revision number does not change and traceability for who had previously signed the record is much more difficult to control.

Clicking the Edit button will display the Edit Confirmation page shown in **Figure 3.29**. Selecting the Edit button in the Edit Confirmation box will remove the related signature and enable the next levels Edit button. Selecting the Cancel button in the Edit Confirmation box will take you out of the editing process.
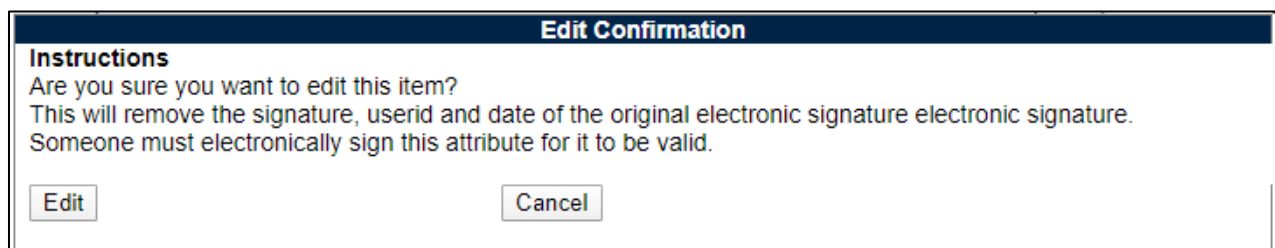
Figure 3.29

3.5 Cancelling a Record

3.5.1 When Can a Record be Cancelled?

A record may be canceled during any stage of processing a RIMS record. Depending on the stage in process, the conditions to cancel the record will change.

3.5.2 How to Cancel a Record

If no Attributes have been enabled, change the Status to "CANCEL". Enter the reason for the cancellation in the Remarks Sheet and Sign the remark. The record can then be saved in Cancel Status. See **Section 3.6.5** for discussion on the remarks sheet. If Attributes have been enabled, the inspection must be signed as complete to set the record into CANCEL status.

Figure 3.30

The record locks and the application redirects to the Locked Record view where only certain buttons are available and no fields can be edited (**Figure 3.31**).

Figure 3.31

When viewing the record on the Worklist, the Status shows as Cancel; Read is displayed as the option under the main column; and MIR and RIDL links are not enabled (**Figure 3.32**).

Figure 3.32

35

If no entry has been made in the Remarks field: The record will not be successfully saved. A message will display at the top of the page stating, "Remarks are required for Cancelled MIRs".

If attributes have been activated: The inspection must progress to the Supervisor" Signature in order to cancel the record. Any attempt to cancel the record prior to the Supervisor sign off will not be successful. A message will be displayed indicating "Cannot set MIR to completed status until the inspection is complete".

When attributes have been signed off: The Supervisor may change the Status of the QA Review signed off and the Inspection Complete signed off to Cancel. To do this the Supervisor will click the Save Status button and the status will be changed.

Remarks are required in this case in order for the Supervisors signature to be successful. If Remarks are not entered, the application will indicate: "Remarks are required for Cancelled MIRs".

Upon saving the Cancelled status, enter remarks explaining why the record was cancelled and click the Save button. The Supervisor may click the Sign button, to complete the inspection.

3.6 Inspection Tools

Buttons in the Material Inspection Record page provide access to additional Inspection Tools to assist in the Inspection process.

These tools are: Report, Continuation Sheet, Lab Request, and Welding Lab Request. These tools are described below.

3.6.1 Report

The Report button opens a new window that displays the Material Inspection Record in full as shown in **Figure 3.33**.

Note: *RIMS Records are marked CUI and include CUI markings IAW Reference I. The "Controlled By" and "POC" values change based on location and side of RIMS. Example: If the record was generated by Portsmouth Naval Shipyard, the Controlled By section will reflect as such. Currently, The POC section is "Code 133" for all non-nuclear records and is "Code 139 for all nuclear records. (See **Appendix 2** for other differences between nuclear and non-nuclear RIMS.)*

Figure 3.33

3.6.2 Continuation Sheet

The Continuation Sheet button displays an input form for the Material Inspection Record Continuation Sheet and is illustrated in **Figure 3.34**. If used, the Continuation sheet must be completed and signed before the Inspection Completion can be signed.

Figure 3.34

To open a Continuation Sheet, complete the fields for which you have information.

Input fields are: Item Description, Heat Number, Serial/Trace/Lot, Mat Des, Level 1 Number, Quantity, RT Serial Number and RT Accept Memo Number and Date.

When a Continuation Sheet is opened for the first time, use the "Add New Line" button when data has been filled in. Subsequent lines can also be generated in this method. Use the Save and Sign to save the data on the page and sign off the sheet as relevant.

To add 25 blank lines to the continuation sheet, click the "Save 25 New Lines" button.

To Complete a Continuation Sheet, click the Sign button. The Signature Confirmation page displays (see **Figure 3.35**).

Figure 3.35

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

38

From the Continuation Sheet page, both a Continuation Report (see **Figure 3.36**) and a Radiography Report (see **Figure 3.37**) may be accessed.

MATERIAL INSPECTION RECORD - CONTINUATION SHEET					
MIR SERIAL NO 20100-001A					
ITEM DESC	HEAT NO.	SERIAL/TRACE/LOT NO.	MAT DES	LEVEL 1 NO.	QTY
USER GUIDE	01	1234	ABC	123456789	1
INSPECTOR SIGNATURE				DATE	

Figure 3.36

MATERIAL INSPECTION RECORD - RADIOGRAPHY SHEET			
MIR SERIAL NO: 20100-001A			
ITEM DESC	LEVEL 1 NO.	RT SERIAL NUMBER	RT ACCEPT MEMO
USER GUIDE	123456789	1234567890	

Figure 3.37

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

3.6.3 Lab Request

The Lab Request button in the Material Inspection Record opens a form from which laboratory tests can be requested and test results can be recorded (see **Figure 3.38**). Click on Add Lab Request to get started. Click the Back button to return to the Material Inspection Record (Attributes) page.

Once initialized, a box for adding a lab request is shown (see **Figure 3.39**).The Item Description selection box is populated based upon Item Descriptions entered in the Continuation Sheet. If there are no Item Descriptions in the Continuation Sheet, the Lab Request Item Description selection box is populated based upon a combination of the Material Description (14a), Mill Heat Number (22), and the Material Description and Lot/Trace Number (26) as shown on the Receipt Inspection Record – Add/Edit page. These will show as two separate selection options in the drop-down.

The Material Specification is also a drop-down. This list is the same list as is used elsewhere in RIMS for the same purpose. Once the fields have been filled out, click Add Item Test (or Cancel Item Add if not going to add).

Figure 3.38

Figure 3.39

Once added, an additional field is available as dropdown menu for lab tests. Available lab tests can be seen in **Figure 3.40.**
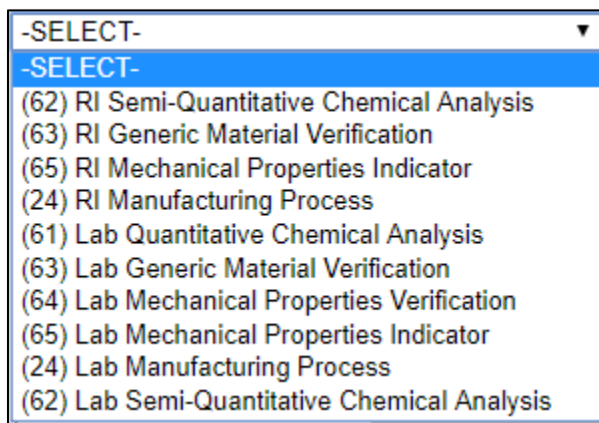
Figure 3.40

Select the desired test, and then click "Add Lab Test"– this process is akin to adding inspection attributes to the MIR page (see **Section 3.3.2**).

Once one or more tests are selected, the test(s) are listed with two boxes for Sample Quantity, as well as the Quantity Tested. These are akin to the blocks A and B from the previous iteration of the lab sheet.

Depending on if a "RI" or "Lab" test has been selected, the results boxes will unlock. If no "RI" tests are selected for example, the RI Tests results box will always be "N/A". Select the relevant result for the tests – a blank is an acceptable option if the Lab Request is to be sent to the Lab for testing and a blank is needed on the form for a technician to fill out their results.

Once all data has been entered for the requested test (see **Figure 3.41**), click "Save Test".

Figure 3.41

41

Once saved, the test can be subsequently edited or deleted by clicking the buttons available respectively. Additionally, additional tests may be added for additional items within the scope of the inspection (i.e.: a Valve Body and a Valve Stem would each have separate tests) by clicking the Add Lab Request button again, this can be repeated as many times as necessary.

Add remarks to the lab request by filling out the remarks block and clicking the Save Remark button (see **Figure 3.38**).

Once all desired tests have been listed, the page can be signed via the Sign button (see **Figure 3.38**). Once signed, the page is locked and cannot be edited unless the signature is removed while the record is still open.

Clicking the Report button will open a new window with the Lab Request & Record PDF form (see **Figure 3.42**) which can be saved or printed.

FOUO MATERIAL INSPECTION RECORD - LABORATORY REQUEST AND RECORD				
Document Number: 01231234	**Project:** CVN-65 ENTERPRISE			**MIR Serial Number:** 20100-001A
Inspection Procedure: RIP 136.2-186PCH1	**Lot Size:** 1	**Job Order - Key Op:**		**Lab Report Number:**
Description: BOLT	**Remarks:**			

Tests Requested/Performed			
Item #1 Test			
Item Description: USER GUIDE	**Heat/Lot:** 01	**Test Spec/Rev:** ASME B18.3TEST	**Type/Class/Condition:** ABCD
Tests		**Sample Quantity**	**Quantity Tested**
(63) RI Generic Material Verification		1	1
(64) Lab Mechanical Properties Verification		1	1
Results:	**RI Tests:** S **Laboratory Tests:** S		

Signatures		
RI Signature/Date: 04/09/2020	**Lab Tech Signature/Date:**	**Quantity Destroyed in Test:**

Figure 3.42

3.6.4 Welding Lab Request

The Welding Lab Request button on the Material Inspection Record opens the RIMS Welding Laboratory Request form (see **Figure 3.43**).

Figure 3.43

Selections may be made from the dropdown boxes and available fields may be used to enter relevant data.

Clicking the Weld Request button available in the RIMS Welding Laboratory Request form displays the printable form (see **Figure 3.44)** in a separate window. This form must be closed by closing the browser window.

MATERIAL INSPECTION RECORD - WELDING LABORATORY REQUEST

MIR SERIAL NO:
20100-001A

21. DODAAC
N39040

7. DOCUMENT NO 01231234	**8. CONTRACT NO CALL/ORDER NO** PLACEHOLDER12	**10. UNITS REC'D U/I** 1 EA
11. JOB NO KEY OP	**12. PROJECT** CVN-65ENTERPRISE	**28. LOT SIZE** 1

14. DESCRIPTION
BOLT

13. COG FSC NIIN/NICN/LSN SMIC
STK NO **9999 123456789**

27. INSPECTION_PROCEDURE/REV RIP 136.2-186PCH1	**ENCL/SECT** 1
23. MATL SPEC/REV MIL-DTL-1222	**24. MFG SPEC/REV**
26. LOT/TRACE NO	**10. UNITS REC'D** U/I 1 EA

TESTING REQUESTED:

MIX NUMBERS

SAMPLE SIZE

COMMENTS

CERTIFICATIONS ATTACHED.

SIGNATURE	SHOP/CODE	PHONE EXT	DATE

TEST RESULTS

☐

SATISFACTORY

☐

UNSATISFACTORY

COMMENTS

TEST REPORT ATTACHED

DIST:MOISTURE TEST RESULTS TO CODES 138.2 AND 133.2

WELDING TEST RESULTS TO CODE 133.2

SIGNATURE	SHOP/CODE	PHONE EXT	DATE

Figure 3.44

Click the "Back" button on the RIMS Welding Laboratory Request (see **Figure 3.43**) to return to the Material Inspection Record. Please note that the RIMS Welding Laboratory Request is a form generator only, this data is not stored in RIMS.

3.6.5 Remarks Sheet

As of the May 2018 PDREP-RIMS update, the Remarks Sheet – formerly a Nuclear-RIMS-only tool, is now used on the Non-Nuclear side of RIMS as well (see **Figure 3.45**).

The Remarks Sheet allows multiple separate remarks to be signed off by the users who write them. When this is done, the remark cannot be edited by others who may be working on the same record. Access the Remarks Sheet by clicking the Remarks Sheet button on both the Add/Edit page as well as the MIR/Attributes page. From there, add a new remark by typing into the box labeled "Add Remark" and then hit the Save button. After selecting the Save button, the page then allows for signing of the remark to lock it and keep its contents separate from the other remarks associated with the record. Signatures function identically as on the Attributes Page (see **Section 3.3.2**). Remarks must be signed before the Inspection Complete signature. Remarks can be added after Inspection Complete signature and must be signed for before the Supervisor Review signature. Remarks saved but unsigned may be deleted by those with Supervisor or Full Access.

The Remarks Sheet may be printed by hitting the Report button at the top of the page (see **Figure 3.46**).

Return to the record by clicking the "Back" button.

Figure 3.45

MATERIAL INSPECTION RECORD - REMARKS SHEET

FOUO			
1. MIR SERIAL NO 20100-001	DOCUMENT NUMBER 01231234	PROJECT NUMBER CVN-65	NIIN/NICN/LSN 12-345-6789
PRODUCT DESCRIPTION BOLT			
REMARK			
CANCELLED			
AUTHORIZED SIGNATURE/DATE			
REMARK			
Add a remark by typing in here then click save			
AUTHORIZED SIGNATURE/DATE			
FOUO			

Figure 3.46

3.6.6 Applicable RIBs

For detailed information on using RIBs in RIMS, see **Section 8.4**.

4 WORKING WITH RIDLS

4.1 Accessing Receipt Inspection Deficiency Logs (RIDLs)

Receipt Inspection Deficiency Logs (RIDLs) are created from the Material Inspection Record (MIR) page and can be edited from the RIDL Worklist or the RIMS RIDL Requiring Action tab. **Section 3.2.4** describes how to access the RIDL Worklist from the MIR page.

Clicking the RIMS RIDL Requiring Action tab (or menu) displays the RIMS RIDLs Requiring Action search page shown in **Figure 4.1**. The functionality of this page mirrors that of the RIMS Worklist as described in **Section 2.1.2**; however rather than pulling back MIRs, this page will pull back RIDLs.

Figure 4.1

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

Figure 4.2

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

Alternatively, if just the RIDL PDF is desired, clicking the "Report" button will generate the RIDL PDF.

Figure 4.3A

Figure 4.3B

4.2 Creating RIDLs

4.2.1 Add RIDL

The Receipt Inspection Deficiency Log (RIDL) is a means of communication used to resolve any questions or issues the Inspector may have. Typically, RIDL Conditions are written by Inspectors and RIDL Resolutions are written by Engineers. All RIDLs must be closed on a MIR before the Inspector can complete the Inspection. In Nuclear RIMS, Supervisors have the ability to Delete RIDLs after a condition has been saved.

- To add a RIDL, click the Add RIDL button that is available either from the Material Inspection Record page or from the RIDL Worklist. If necessary, RIDLs may be initiated prior to selecting an inspection procedure, hence not requiring the launch of the attributes page. RIDLs may not be entered after the Inspector has signed the MIR. The blank RIDL entry pages for non-nuclear and nuclear RIMS are shown in **Figure 4.4A**, **Figure 4.4B**, **Figure 4.5A** and **Figure 4.5B**, respectively.

49

Receipt Inspection Deficiency Log (RIDL)

| Back | Add/View Attachments | Report | RI | Notify Individual |

RIMS Data

MIR SERIAL NO.: 20100-001
MAT'L LOCATION:
DOC NUMBER: 01231234
DESCRIPTION: BOLT
NIIN/NICN/LSN: 12-345-6789
PROJECT: CVN-65 ENTERPRISE
CONTRACT NUMBER/CALL: PLACEH-OL-D-ER12
CAGE CODE: CPARS
LOT/TRACE NUMBER:

| Who Has Next Action | | Search RIDLs |

RIDL NO:

Condition

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

```
RIDL for User Guide example
```

CONDITION LOCKED: ☐

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

INSP COMP: [▼]   COUNTERFEIT/FRAUD: [No ▼]

| Save Condition |

Figure 4.4A

(Non-nuclear)

Resolution

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

RESOLUTION LOCKED: ☐   SHIPYARD CAUSED: ☐

    RESOLVER
     SIGNED BY: **DATE:**
    CODE/SHOP: **EXT:**
    PRE-ENGINEERED: ☐   **ER NUMBER:** _____
       PQDR: ☐   **PQDR NUMBER:** _____
         SDR: ☐
   RIDL CATEGORY: [▼]
     ATTRIBUTE: [▼]

[RIDL Metrics]

Authorized Corrective Action(s) Complete

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

Figure 4.4B

(Non-nuclear)

Condition

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

CONDITION LOCKED: ☐

ORIGINATOR
SIGNED BY: DATE:
CODE/SHOP: EXT:
(M)CONDITION ATTRIBUTE: [_____ ▼]

[Save Condition]

Figure 4.5A

(Nuclear)

Figure 4.5B

(Nuclear)

There are slight differences in the data fields available between non-nuclear and nuclear RIMS RIDL. In non-nuclear RIMS, the Inspection Complete and Counterfeit/Fraud fields are required before locking and saving a Condition. Also, ER Number is optional as a Resolution field in non-nuclear RIMS.

- The user must at least enter text into the Condition field and click the Save Condition button to generate a RIDL Item No. The RIDL will now appear in the RIDL Worklist. Saving a Condition enables the Who Has Next Action button and displays the RI button. In nuclear RIMS, saving a Condition also displays the Delete RIDL button.

4.2.2 Enter RIDL Condition

- Complete the Condition section: enter a description of the condition, select Yes or No from the Insp Comp (Inspection Complete) dropdown box (non-nuclear only), indicate whether fraud or

53

a counterfeit part is suspected (non-nuclear only), condition attribute (nuclear only) and check the Condition Locked indicator box. Click the Save Condition button.

- The user will automatically be re-directed to the Action Routing for RIDL page (see **Figure 4.6**) after locking and saving a Condition or Resolution. This page can also be displayed at any time by clicking the Who has the Next Action button.

Figure 4.6

- Select the recipient for the Next Action and a Description from the dropdowns. A new line for action will be generated upon clicking the Save button and existing lines may be deleted by clicking the Delete button.

Figure 4.7

- The Status of the MIR as well as Action Code may be changed from this page. Select a Status/Action and click Save Status/Action. Note that the Save button on the top of this screen does not save a Status or Action selection. Status/Action changes will be reflected in the Status/Action History pages (see **Section 3.2.6**).

- Click the Back button to return to the Receipt Inspection Deficiency Log (RIDL).

54

- The Resolution fields will now be enabled for the RIDL.

- The Save Condition button is now replaced by an Unlock Condition button. If the Condition is unlocked, the Resolution fields will return to a disabled state. A Condition will have to be locked and saved again (see **Figure 4.8**).

Figure 4.8

4.3 Respond to a RIDL

4.3.1 Enter a RIDL Resolution

- Before the Resolution can be edited, the RIDL Condition must be locked and saved (see **Figure 4.8**).

- Until a RIDL Resolution is locked, loading the pdf of the RIDL will contain Draft markings within the resolution and resolution signature areas.

- Completing the Resolution section of the RIDL is nearly identical to completing the Condition section. A Resolution can be saved before being locked, in order to save the text and Resolution fields entered. Locking and saving the Resolution page will direct the user to the Action Routing for RIDL page. **Figure 4.9** displays a Locked Resolution.

    1. Selecting the Pre-Engineered checkbox will unlock the options for RIDL Category and Attribute.

    2. **Figure 4.9** is an example for Non-Nuclear RIMS. <u>Nuclear RIMS functions identically in this regard</u>.

Figure 4.9

- The user providing RIDL Resolution will typically mark applicable actions complete on the Action Routing for RIDL page after locking and saving the Resolution. In addition to this, the user can assign action to the appropriate Action Code for Closing.

4.4 Close a RIDL

- All of the Actions must be marked complete on the Action Routing for RIDL page in order to close the RIDL.

- The RIDL may be closed by clicking the Close RIDL button.

- Once a RIDL is closed, it may not be unlocked and is not editable (read-only). The Action Routing for RIDL page is not editable (read-only). The Search RIDL button is hidden. In nuclear RIMS, the Delete RIDL button is hidden. Reports can still be generated and email notifications can still be sent. In nuclear RIMS, attachments can be added to closed records. **Figure 4.10** shows a completed closer section of a RIDL.

Figure 4.10

4.5 Receipt Inspection Deficiency Log Tools

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

4.5.1 RIDL Number

The RIDL number (denoted by red text at the top of the RIDL screen) dropdown allows users to select a RIDL to view without having to back out to the RIDL Worklist. Select a RIDL number from the dropdown and the page will refresh to the selected RIDL.

4.5.2 Add/View Attachments

The Add/View Attachment button allows uploading, viewing and deleting of Attachments. Attachments on RIDLs are unique to the MIR, not each RIDL specifically. Functionality is described in **Section 3.2.8**.

4.5.3 Report

Clicking the Report button displays the Receipt Inspection Deficiency Log (RIDL) PDF Report. Although the Report button exists on each individual RIDL, the report contains data from all RIDLs for the MIR beginning with the first RIDL.

4.5.4 RIDL Worklist

Click the RIDL Worklist button for a list of RIDLs associated with the RIM record. The RIMS RIDL Worklist is described in **Section 3.2.4**.

4.5.5 Notify Individual

The Notify Individual button displays the Receipt Inspection Record – Email Notice (see **Figure 4.11**).

NOTE: *In order to appear in the "Choose Email" drop-down, the Organization Code field on the user profile must be equal to one of the selections available. This can be modified by hovering [your name] at the top right of any PDREP screen and selecting "Edit Profile".*

Figure 4.11

- To send a notice, select the appropriate code from the Choose Action dropdown list.

- Users' names corresponding to that code will be able to be selected from the Choose Email dropdown list.

- Additional email addresses can also be put on copy by choosing the User" name and clicking Add CC.

- Click the Send button to send the Notice.

- Click the Cancel button to exit the screen without saving changes.

4.5.6 Who Has Next Action

The Who Has Next Action button was described in **Section 4.2.2**.

4.5.7 Search RIDLs

The Search RIDLs button opens the RIMS RIDL Search interface (see **Figure 4.12**).

Figure 4.12

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

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

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

When all selections have been made, click the Search RIDLs button. A result set of options displays in **Figure 4.13**.

Figure 4.13

Identify the RIDL to be cloned. Clicking on the MIR Number link will display the RIMS RIDL Search page shown in **Figure 4.14**.

RIMS RIDL Search

Back

RIDL Search Criteria

RIDL Type(s): ALL
NIIN/NICN/LSN: FSC:
DRAWING NUMBER: METRIC:
ATTIRIBUTE:
CONDITION: user
RESOLUTION:

Results

DESCRIPTION: BOLT
RIDL Type(s): RI
MIR SERIAL NO.: 20100001
NIIN/NICN/LSN: 12-345-6789   FSC: 9999
DRAWING NUMBER: METRIC:
ATTRIBUTE:

Condition

Add Condition to RIDL

user guide

Resolution

user guide

Figure 4.14

The user then has the option to read the complete RIDL Condition or Resolution and choose to clone the information.

In **Figure 4.14**, there is only the option to Add Resolution to RIDL. This is because the options here are dependent on the RIDL the user is attempting to clone information onto. If the RIDL is still in the Condition stage, then only a condition can be cloned. Once the Resolution fields are enabled after the

Condition has been locked and saved and RIDL Search is used again. The user will then have the option to clone a Resolution to the RIDL.

4.5.8 RIDL Metrics

Clicking the RIDL Metrics button from the Resolution section of the Receipt Inspection Deficiency Log (RIDL) page displays the RIMS RIDL Metrics page shown in **Figure 4.15**. This button is not available until the Resolution fields on a RIDL have been enabled. It is important to know that RIDL Metrics can be edited after the RIDL and the MIR have been closed (always editable).

Figure 4.15

- The Condition and Resolution data is auto populated from the RIDL and is not editable on this form.

- Indicate if the RIDL was caused by the shipyard.

NOTE: *This field will display as read-only on the RIDL page.*

- Select a Responsible Document (Resp Doc) and a Responsibility Code (Resp Code) from the dropdown lists. Lists differ between nuclear and non-nuclear RIMS.

- Enter a Metric date either manually or utilizing the calendar.

- Select an option from the Metric 1 and Metric 2 dropdown lists. Lists differ between nuclear and non-nuclear RIMS.

- Enter remarks in the Metric Remarks field.

- Click the Save button to save the entered data.

- Click the Back button to return to the RIDL.

4.5.9 RIDL Requiring Action

To enter the RIDL Requiring Action search page, hover over the RIMS program link on the left side of the PDREP Main Menu (see **Figure 4.16**). Upon hovering over the link, the RIMS menu will appear. Click on "RIMS RIDL Requiring Action".

For Nuclear users, the hover menu does not appear until you have been transferred to the NNPI side of PDREP. Click on the RIMS Hyperlink to be transferred over. On the NNPI Main Menu, the hover menu will appear.

Figure 4.16

Alternatively, select the "RIMS RIDL Requiring Action" tab at the top of any page once inside RIMS. Once selected, the RIDL Requiring Action search page will load (see **Figure 4.17**).

Figure 4.17

This page will search for any RIDLs with open Next Actions. Users may search for specific actions via the Action Desc. dropdown and the Action Code dropdown to determine which RIDLs are required for their action.

When Display Worklist is clicked, a list of RIDLs meeting the selected criteria will load. See **Figure 4.18** for an example. If the hyperlinked serial number is clicked, the user will be taken to the RIDL Worklist for the record where a RIDL requires action.

Figure 4.18

4.5.10 RIDL Correspondence History

As of the September 19th 2020 PDREP-AIS publish, all "Notify Individual" messages will have been saved in the PDREP-AIS database. To view any relevant correspondence history on a record, click the Correspondence History link on the RIDL Worklist. See **Figure 3.8** as well as **Figure 4.19** below.

RIMS Correspondence History

Back

RIMS Data

RIMS SERIAL NO: 00082102
MIR SERIAL NO.: 20100-001
DESCRIPTION: BOLT
DOC NUMBER: 01231234
NIIN/NICN/LSN: 12-345-6789
CONTRACT NUMBER: PLACEH-OL-D-ER12

RIDL	DATE/TIME	FROM	FROM ORG CODE	TO	TO ORG CODE	EMAIL TEXT
3	09/16/2020	USER (ALPHA) GUIDE	136	USER (ALPHA) GUIDE	136	USER GUIDE CORRESPONDENCE

Figure 4.19

5 RIMS STAND-ALONE RIDLS

NOTE: *As of January 26th 2019, the Stand-Alone RIDL functionality has been permanently disabled. As of September 15th 2018, all SA RIDLs were migrated to the Supply Action module within the PDREP ecosystem. For further information about this, see both CNMM Volume II Section 5 and the SAM User Guide found* here*, as well as your local PDREP Coordinators and Process Owners.*

6 RIMS SET PRIORITY

Click the RIMS Set Priority tab to access the RIMS Set Priority by Document Number page shown in **Figure 6.1**.

NOTE: *A record can be given a priority following creation by clicking the "Update Priority" button on the Add/Edit page.*

Figure 6.1

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

To view an existing Document Number entry, enter the Document number in the Document Number field and click or tab out of the box. The page will refresh.

Figure 6.2

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

If a MIR is created using a Document Number that had been associated with a Project and Priorities on this page, entering the Document Number in the Create RIMS Record interface will pull in the associated information that had been identified with the Set Priority step (see **Figure 6.3**). Once that MIR has been signed by the Supervisor, the Document Number, Project and Priority associations are no longer retained.

Figure 6.3

7 RIMS EXHIBIT TRACKING

7.1 Adding a New Exhibit

7.1.1 Accessing RIMS Exhibit Tracking

To access RIMS Exhibit Tracking, click the Exhibit Tracking button on the record page (with the appropriate access level) as seen in **Figure 7.1**.
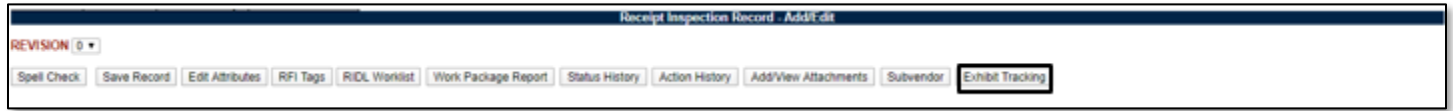
Figure 7.1

7.1.2 Creating the Exhibit Record

After entering RIMS Exhibit Tracking via the button, the Exhibit Tracking worklist will load (see **Figure 7.2**). To add a new exhibit to the record, press the Add Exhibit button.

Figure 7.2

After pressing the Add Exhibit button, the Exhibit Details page will load (see **Figure 7.3**). Input the information related to the exhibit on this page and press Save to save the information.

Figure 7.3

Fields in the Exhibit Details area are as follows:

- **CAGE Code:** CAGE source of the deficient material.

- **Contract Number + Contract No. not provided or is unknown checkbox:** One or the other of these needs to be filled out on the Exhibit record.

- **(CM) PQDR Number:** The full PQDR RCN which includes DODAAC.

- **(CM) ER Number:** The full ER RCN – this only allows picking the ER associated with the RIMS record

- **(CM) SDR Number:** The full SDR RCN which includes DODAAC

- **Exhibit Location:** Location of the deficient material.

- **QTY DEF:** Quantity of deficient material.

- **Remarks:** Enter additional information.
    - Nuclear users, Do not enter U-NNPI into this block.

Saving the record will refresh the page and more buttons will be available (see **Figure 7.4**).

Figure 7.4

Some of these buttons will not appear for all users. For example, the Delete Exhibit button is not available for most users and is for those with Full Access. The action of these buttons is described below:

- **Back:** Return to the Receipt Inspection Record Add/Edit screen.

- **Save:** Save the information entered on this screen.

- **Close:** Close the Exhibit. Exhibit will be locked and cannot be further edited unless it is reopened.

- **Add Shipment Tracking:** Record a shipment on the exhibit (see **Section 7.1.3**).

- **Add/View Attachments:** Add/View attachments associated with the parent MIR.

- **Delete Exhibit:** Only available for Full Access. Delete the exhibit record.

- **Reopen:** Only available for Full Access. Unlocks the exhibit record and it can be edited (not pictured; available on closed exhibits only).

7.1.3 Adding a Shipment Tracking to an Exhibit

After creation of an exhibit, the Add Shipment Tracking button will now be available (see **Figure 7.4**). Click that button to begin adding a Shipment to the Exhibit.

Next, the Shipment Tracking screen will load (see **Figure 7.5**). Add all the relevant information about the shipment on this screen and click the Add Shipment Tracking button at the bottom of the page.

NOTE: *"Autofill Shipment Info" must be clicked for each DODAAC/CAGE in order to load the address information.*

SHIPMENT TRACKING

Instructions
1. Enter the required information
2. Click **Add Shipment Tracking** to add the information to PDREP
3. Click **Cancel** to return to Base Page

(M) Requested Date:	04/09/2020
Shipped Date:	04/09/2020
(M) Quantity Shipped:	1
(M) Shipped From (DoDAAC/CAGE):	N39040 Autofill Shipment Info TAC 1 ▾
	PORTSMOUTH NAVAL SHIPYARD
	PORTSMOUTH, NH 03804-5000
SHIP FROM CODE Shipped From Code/Shop:	▾
(M) Shipped To (DoDAAC/CAGE):	N4523A Autofill Shipment Info TAC 1 ▾
	PUGET SOUND NAVAL SHIPYARD
	1400 FARRAGUT AVE
	BREMERTON, WA 98314-5001
Shipped To Code/Shop:	▾
Fund Code:	
Document Code:	<SELECT> ▾
(M) Carrier:	15-UNITED STATES POSTAL SERVICE ▾
Standard Carrier Alpha Code:	
Locally Disposed:	☐
Exhibit Tracking Number:	TRACKING NUMBER
Shipping Comments: (Max 250 characters)	Any shipping comments go here

Add Shipment Tracking   Cancel

Figure 7.5

70

The page will refresh and a few new buttons will appear on the bottom of the page (see **Figure 7.6**). The Update Shipment Tracking button saves any changes made to the page and the Delete Shipment Tracking button will delete the Shipment.

SHIPMENT TRACKING

Instructions
1. Enter the required information
2. Click **Update Shipment Tracking** to add the information to PDREP
3. Click **Cancel** to return to Base Page

(M) Requested Date: 04/09/2020

Shipped Date: 04/09/2020

(M) Quantity Shipped: 1

(M) Shipped From (DoDAAC/CAGE): N39040   [Autofill Shipment Info] [TAC 1 ▾]
PORTSMOUTH NAVAL SHIPYARD

PORTSMOUTH, NH 03804-5000

SHIP FROM CODE Shipped From Code/Shop: [▾]

(M) Shipped To (DoDAAC/CAGE): N4523A   [Autofill Shipment Info] [TAC 1 ▾]
PUGET SOUND NAVAL SHIPYARD
1400 FARRAGUT AVE

BREMERTON, WA 98314-5001

Shipped To Code/Shop: [▾]

Fund Code:

Document Code: <SELECT> ▾

(M) Carrier: 15-UNITED STATES POSTAL SERVICE ▾

Standard Carrier Alpha Code:

Locally Disposed: ☐

Exhibit Tracking Number: TRACKING NUMBER

Shipping Comments:
(Max 250 characters)
Any shipping comments go here

[Update Shipment Tracking] [Delete Shipment Tracking] [Cancel]

Figure 7.6

Clicking on the Cancel button will return to the Exhibit Details page, but now the Shipment will be located on the bottom (see **Figure 7.7**). To view the shipment again, click the blue record number on the left hand side of the shipment row.

Fields on the Shipment Tracking screen are as follows:

- **(M) Request Date:** Date the material was requested to be moved.

- **(M) Shipped Date:** Date the material was taken from its location.

- **(M) Quantity Shipped:** Quantity of the material moved.
- **(M) Shipped From (DODAAC/CAGE):** The DODAAC or CAGE of the shipper. (ex: A Shipyard)
  - o "Autofill Shipment Info" must be clicked for each DODAAC/CAGE in order to load the address information.
- **Shipped from Code/Shop:** The Shop or Code receiving the shipment.
- **(M) Shipped to (DODAAC/CAGE):** The DODAAC or CAGE of the receiver (ex: A Shipyard, NAVSUP, Vendor etc.)
  - o "Autofill Shipment Info" must be clicked for each DODAAC/CAGE in order to load the address information.
- **Shipped to Code/Shop:** The Shop or Code receiving the shipment.
- **Fund Code:** Fund code of the shipment.
- **Document Code:** The type of document the material is being shipped on.
- **(M) Carrier:** The carrier that is being used to ship the material.
- **Standard Carrier Alpha Code:** A two-to-four letter identification used by the transportation industry to identify freight carrier in computer systems and shipping documents such as Bill of Lading, Freight Bill and Packaging List. See **Appendix 5** for list of common carriers.
- **Locally Disposed:** Select if local disposal has been authorized.
- **Exhibit Tracking Number:** Shipment carrier tracking number.
- **Shipping comments:** Any additional comments or remarks concerning the shipment.
  - o For Nuclear users, do not enter U-NNPI into this box.

Edit Exhibit Details

| Back | Save | Close | Add Shipment Tracking | Add/View Attachments | Delete Exhibit |

Basic Information

SERIAL NO.: 21055-A01   MATERIAL LEVEL CODE: QA 2
MATERIAL DESCRIPTION: USER GUIDE DESCRIPTION 1
DOCUMENT NUMBER: PLACEHOLDER12
NSN: KK-9999-99-999-9999-K9

Exhibit Details

ET SERIAL NUMBER: 3361

ORIGINATOR: MROBI5   DATE: 01/21/2022
CODE/SHOP: REP   EXT: 6550

CAGE CODE: 81316   [Lookup CAGE]
(CM)CONTRACT NUMBER: PLACEHOLDER12
(CM)Contract No. not provided or is unknown: ☐
(CM) PQDR NUMBER N39040220001
(CM) ER NUMBER ▼
(CM) SDR NUMBER
(M)EXHIBIT LOCATION: EXHIBIT LOCATION   HOLD: ☐
(M)QTY DEF: 1

REMARKS:
```
Remarks for the Exhibit Go Here
```

| Back | Save | Close | Add Shipment Tracking | Add/View Attachments | Delete Exhibit |

Shipment Trackings:

Record/Exhibit Number	Requested Date	Shipped To Code	Shipped Date	Shipping Code	Shipping Number	Carrier	Fund Code	Comments
71663	01/21/2022		01/21/2022		TRACKING NUMBER	15		Any shipping comments go here

Figure 7.7

7.1.4 Returning to the Exhibit Tracking Worklist

Backing out one more time will return to the Exhibit Tracking worklist (see **Figure 7.8**). From there, you can add another exhibit if required or return to the material inspection record by hitting the Back button.

Figure 7.8

7.2 Exhibit Tracking Search

For users with Supply and Full Access, the ability to run searches on Exhibits written in RIMS is available through the RIMS Exhibit Search tab (see **Figure 7.9**). This page runs similarly to the RIMS Worklist. For instructions regarding the RIMS Worklist, see **Section 2.1**.

Figure 7.9

On this page, you can insert an Exhibit Serial Number that you know to go directly to the record by typing it in the "ET Serial Number" box and clicking the Go to Exhibit button. Otherwise, to load the worklist, type in your criteria and click on display worklist. See below for filter criteria information. Search results display as seen in **Figure 7.10**. Minimum search results can be obtained by entering just the DODAAC and setting a date range (defaults to a one-year range).

- **DODAAC:** Mandatory search term. Defaults to the user" primary DODAAC but any DODAAC can be used.

- **Status:** Selection for a particular status of the records.

- **Document Number:** A full or partial document number may be entered to return results.

- **Contract Number:** A full or partial contract number may be entered to return results.

- **Serial Number:** A full or partial exhibit tracking serial number may be entered to return results.

- **Record Type:** Displays "RIM" for RIMS and "SAM" for SAM. If the user has SAM access as well as RIMS access, SAM exhibits may also be queried and entered via this screen.

- **Exclude held Exhibits:** Checking this block will exclude all exhibits that have the hold block checked (See **Figure 7.7**)

- **QA Code:** A selection for Exhibits associated with certain Material Levels of material.

- **Sort:** Allows for selection for the order by which the results should be displayed.

Result count: 3
Exhibit Worklist Download: Click here to download data in spreadsheet

ET Serial Number	Serial Number	PQDR Number	QA Code	Contract Number	Document Number	ER Number	NIIN/NICN/LSN	Material Description	Exhibit Location	Quantity	Added Date	Exhibit Closer
3121	20084001		QA 1	PLACEHOLDER12	20901234		123456789	VALVE, GLOBE	Exhibit Location	1	03/27/2020	
3161	20126A01		QA 2					WASHER, LOCK	TEST	4	05/21/2020	
3321	21028A02		QA 3					MONKEY WRENCH	1234	2	05/26/2021	

Figure 7.10

Clicking on the ET Serial Number on the left-hand side will open the exhibit record (see **Figure 7.3**).

NOTE: *The Navigation Tabs (top of **Figure 7.9**) will disappear upon backing out of the record. This is normal behavior. Return to the PDREP Home Page and Re-Enter RIMS to go to different areas of the RIMS Application.*

8 WORKING WITH RECEIPT INSPECTION BULLETINS (RIBs)

8.1 RIB Worklist

8.1.1 Accessing the RIB Worklist

To enter the RIB Worklist, hover over the RIMS program link on the left side of the PDREP Main Menu (see **Figure 8.1**). Upon hovering over the link, the RIMS menu will appear. Click on "RIB Worklist".

For Nuclear users, the hover menu does not appear until you have been transferred to the NNPI side of PDREP. Click on the RIMS Hyperlink to be transferred over. On the NNPI Main Menu, the hover menu will appear.
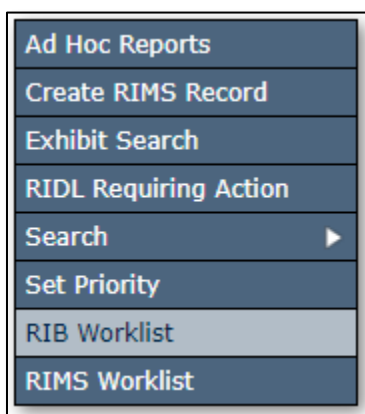
Figure 8.1

Alternatively, select the "RIB Worklist" tab at the top of any page once inside RIMS. Once selected, the RIB Worklist will load (see **Figure 8.2**).

Figure 8.2

8.1.2 Using the RIB Worklist

The Worklist settings will default as shown in **Figure 8.2.** The Status field defaults to ALL.

The remaining fields: CAGE Code, FSC, NIIN, Lot Trace Number, Material Specification, Manufacturer Specification, Heat Number, Contract Number, Inspection Procedure, Material Source and Attribute allow for reducing or specifying the resulting dataset.

To navigate to a specific RIB directly, fill in the RIB Serial Number and click "Go to RIB" button as shown in **Figure 8.2 A**.

To load the worklist, click the "Display Worklist" button. Results will display similar to **Figure 8.2 B**.

Instructions
1. Type in a **RIB Serial Number**
2. Click **Go To RIB** to enter the record

RIB Serial Number: [   ]

[Go to RIB]

Figure 8.2 A

RIB Serial Number	Revision	Effective Date	Review Date	Subject	Author	Status	Action	Report
						IN-PROCESS	Edit RIB	View
						IN-PROCESS	Edit RIB	View
						ACTIVE	Edit RIB	View
						ACTIVE	Edit RIB	View

Figure 8.2 B

The worklist results will display. To go to the Edit screen (see **Section 8.2.1**), click on "Edit RIB". To view the PDF version of the RIB, click on the "View" link.

Possible Statuses on the RIB Worklist are:

- In Process: RIB has not yet been signed off/implemented. Draft RIB.

- Active: RIB has been signed off and is in active use.

- Closed: RIB has been closed and is not in active use.

8.2 Creating a New RIB

To initiate a new RIB, select the "Create New RIB" button on the worklist (see **Figure 8.2**). Once clicked, a blank RIB form will load (see **Figure 8.3**).

8.2.1 Initial Record Creation

When the blank RIB form is loaded, an initial set of information will be required prior to the first save. (M) fields denote mandatory information. Information available is:

1. **(M) Effective Date:** The date upon which the RIB is expected to become active (may be changed throughout the creation process).

2. **(M) Review Date:** The date upon which the RIB will be reviewed for continued applicability.

3. **(M) Subject:** The issue/problem title associated with the RIB.

4. **MATL Code:** Material Level Code.

5. **Status:** Defaults to In-Process. Other options are Active and Closed (to be used when RIB is in use or has been deemed to no longer need to be active respectfully).

6. **(M) Scope:** The scope of the actions associated with the RIB.

7. **(M) Ref. Authority:** The documents etc. that provide additional background to the issue associated with the RIB.

8. **(M) Background:** Background information about the issue/problem/etc. associated with the RIB.

9. **(M) Inspection Actions:** Description of special inspection actions to take to mitigate the issue defined by the RIB.

Figure 8.3

Once the initial mandatory information has been filled in, click the "Save Record" button to generate a serial number and save the record. Serial numbers are defined as a six-character number, starting with the last two digits of the year, followed by a sequential four-digit number starting from 0001. An example of a RIB serial number would be "20-0002".

Following this first save, additional fields and buttons appear (see **Figure 8.4**). The RIB Serial Number listed in the top right-hand side of the screen.

Receipt Inspection Bulletin(RIB) - Add/Edit	
REVISION 0 ▼	RIB SERIAL NO.: 20-0002

Instructions
Include the following information in this screen for the RIB, and additional information that will allow for the use of the RIB in the following section

ADDED DATE: 2020-04-03 08:41:42

(M)EFFECTIVE DATE:	04/03/2020 🗓	(M)REVIEW DATE:	08/03/2020 🗓
(M)SUBJECT:	RIB Test for User Guide	STATUS:	IN-PROCESS ▼
MATL CODE:	QA 1 ▼		
(M)SCOPE:	RIMS user Guide		

(M)REF AUTHORITY: | PDREP |

[Add New Criteria Item]

Background(M): | Background is required for a RIB |

Inspection Actions(M): | Additional inspection actions are also required |

Inspection Items/Product Verification

Inspection Attribute: -SELECT- ▼ [Add Attribute]

ORIGINATOR: SIGNED BY   DATE

[Save Record]   [Report]   [Add/View Attachments]

Figure 8.4

80

At this point, RIB Criteria and RIB Attributes may be added. RIB Criteria are the pieces of information that will allow a RIB to connect to a MIR with the relevant matching information, whereas RIB Attributes are places where specific instructions regarding inspection attribute.

8.2.2 Adding RIB Criteria

Add RIB Criteria by clicking the "Add New Criteria Item" button. When clicked, the Add Criteria box will appear (see **Figure 8.5**). Note that QA Code at the top of the RIB page is also used in the RIB algorithms. Leave blank if the RIB is not applicable to any specific QA Code.

| **Add Criteria** |
| Affected Info(As Applicable) |

CAGE CODE: [ ]   **Heat Number:** [ ]
FSC: [ ]   **Contract Number:** [ ]
NIIN/NICN/LSN: [ ]   **Lot Trace Number:** [ ]
SMIC: [ ]   **Material Source:** [▾]
Inspection Procedure: [▾]
Drawing Number: [ ]
Manufacturer Specification: [▾]
Material Specification: [▾]
Material Designator: [ ]
Marking: [ ]

[Add Item] [Cancel Item Add]

Figure 8.5

Any combination of information may be added here. For discussion on how the RIB Criteria works, see **Section 8.3**.

When done adding information, select the "Add Item" button. If no criteria need to be added, select the "Cancel Item Add" button. Once added, the criteria will appear as a numbered list that can be viewed from the main record page (see **Figure 8.6**).

Criteria Item	
Edit	**Delete**
[Edit]	[Delete]

Figure 8.6

Selecting the "Edit" button will load the Add Criteria box as displayed in **Figure 8.5**, and the delete button will remove the criteria from the record.

8.2.3 Adding RIB Attributes

When adding attributes, select the desired attribute from the Inspection Attribute dropdown list, and then click the "Add Attribute" button. Once added, the Attribute will be added to the table (see **Figure 8.7**).

81

Figure 8.7

Clicking the Delete button will remove the Attribute from the table.

Clicking the Edit button will allow the user to add a discussion about the Attribute (see **Figure 8.8**).

Figure 8.8

To save the information added to the discussion field, click the "Save Attribute" button. Once saved, the information will display in the "Discussion" box in the table (see **Figure 8.9**).

Figure 8.9

8.2.4 Originator Sign-Off

Once all information, including RIB Criteria and RIB Attributes (if any) have been completed and the record has been saved, the Originator Signature field is available (see **Figure 8.10**). This works identical to how inspection sign-off signatures in RIMS work.

Figure 8.10

Once signed (see **Figure 8.11**), the next step of writing a RIB is adding activities for signatures. See **Section 8.2.5** for instructions regarding activity sign-off.

Figure 8.11

8.2.5 Adding Activities for Signoff and Signing off RIBs

To add an activity or activities to the list for RIB approval/sign-off, select from the activity list and then click the "Add Activity" button (see **Figure 8.11**). The selected activity will be added to the activity signature table (see **Figure 8.12**).

Figure 8.12

If additional concurrence is required from someone else on the activity signature, the Add Concurrence link will take the user to the RIB Concurrences page for that particular activity. Add a Concurrence Signature to the table by clicking the Add Concurrence button. This is required to be signed prior to the main activity signature being signed if present (see **Figure 8.13** and **Figure 8.14**).

Figure 8.13

To determine if the RIB is applicable to your activity, select the option within the drop-down for Yes or No. When Yes or No has been selected, click the "Save Approval" button. Alternatively, the "Cancel" button can be used if no decision was made (see **Figure 8.14**).

Figure 8.14

Once all signatures have been signed and applicability has been denoted, the RIB will be ready for use (see **Figure 8.15**).

Figure 8.15

The final step for activating a RIB is to set the RIB" status to Active. Do this via the status drop-down at the top of the page (see **Figure 8.16**).

84

Figure 8.16

8.2.6 Closing & Revising a RIB

If it has been determined that a RIB no longer needs to be used, it can be closed by clicking on the Close RIB button (see **Figure 8.16**). Once closed, verify that the status of the RIB is set as Closed and the RIB will not be pulled onto MIRs as applicable any more.

If a RIB needs updating or needs to be reopened, the RIB can be revised. RIBs can be revised when they are still in use. Click on the Revise RIB button (see **Figure 8.17**) – note that the RIB does not need to be closed in order for this to occur – and the RIB can then be modified and rerouted for new signatures to applicability in the same fashion as described in earlier sections. When the first applicability signature is to be made on a revision for a RIB that is currently Active, the previous revision needs to be closed.

Figure 8.17

8.3 RIB Criteria Rules & Logic

Due to the complexity of the RIB Criteria Rules and Logic, understanding how it works is recommended before writing new RIBs.

The way RIB Criteria is applied to a MIR can be broken down into two separate parts:

    A. The combinations of the criteria added to a RIB:

When writing a RIB, it is important to capture all the circumstances in which you wish the RIB to show up on MIRs. In order to do this, it is likely that multiple criteria items are required, as each criteria item exists as a combination of fields.

Example: A criteria item may contain a CAGE Code and a NIIN. If <u>both</u> were included in one criteria item, the RIB would only show up on MIRs that contain <u>both</u> the specified CAGE and the specified NIIN. In essence, a criteria item exists as a sum of its parts, and a RIB applies criteria items separate from each other; if any one criteria item (in this example, CAGE <u>and</u> NIIN) is matched as applicable, it is pulled onto the MIR. If two separate criteria items were instead created for the same CAGE as well as the NIIN, since these criteria items are separate it will not act as CAGE <u>and</u> NIIN, it will instead act as CAGE <u>or</u> NIIN.

When multiple criteria are used, they can cover many circumstances to varying levels of specificity as required by the originator.

    B. The actual data entered onto a MIR:

When filling out an MIR, it is imperative that all the relevant information about the material has been entered before checking for RIBs. That" not to say that additional RIBs can't be pulled up later during the inspection, but it" recommended to be as complete and thorough as possible prior to checking for which RIBs are applicable as to find out if additional inspection actions are required prior to fully inspecting the material.

8.3.1 RIB Criteria Data Specifics

The various data types available as RIB Criteria are handled differently depending on the type of data. Some fields utilize "exact match" logic, meaning that the entry on the RIB has to equate to the value on an MIR for the criteria to apply, and some utilize "like match" logic, meaning that the entry on the RIB must be found within the value on an MIR.

Examples:

- Exact Match:
  - o RIB Value: 123456 ABC
  - o RIMS Value: 123456 ABC
  - o Since the RIMS Value is the same as the RIB Value above, the RIB is returned as potentially applicable.
- Like Match:
  - o RIB Value: 123456
  - o RIMS Value: 123456 ABC
  - o Since the RIMS Value contains 123456 in the example above, and the RIB is looking for that within the data field, the RIB is returned as potentially applicable.
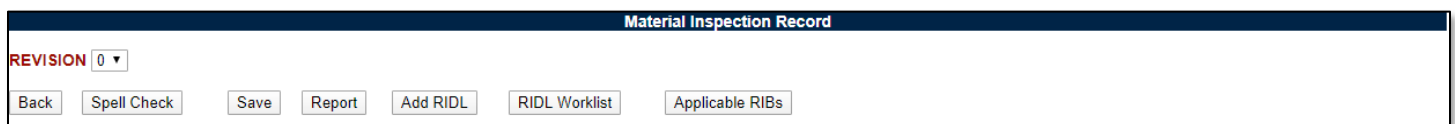
The data elements used as RIB Criteria and their match type are as follows:

- **MATL Code**: Exact Match
- **CAGE Code**: Exact Match
  - Queries against the Vendor, Manufacturer, and the Sub-vendor page CAGE values
- **FSC**: Exact Match
- **NIIN/NICN/LSN**: Exact Match
- **SMIC**: Exact Match
- **Inspection Procedure**: Exact Match
- **Drawing Number**: Like Match
- **Material Specification**: Exact Match
- **Manufacturer Specification**: Exact Match
- **Material Designator**: Like Match
- **Marking**: Like Match
- **Heat Number**: Exact Match
- **Contract Number**: Exact Match
- **Lot Trace Number**: Exact Match
- **Material Source**: Exact Match

8.4 Using RIBs on an MIR: Applicable RIBs

To determine which RIBs are applicable to a MIR, all that is required is that the user fill out as much information about the material as possible and then click the "Applicable RIBs" button on the MIR Attributes page (see **Figure 8.18**). The RIB criteria is matched against all instances of those fields existing on an MIR (including subvendor sheet, continuation sheet, and lab sheet).

NOTE: *This step is a <u>required</u> action in RIMS to sign the inspection complete signature on the non-nuclear side of RIMS.*

Figure 8.18

Upon clicking the button, a list of RIBs will load that have been determined based on the rules and logic (as discussed in the previous section) that are potentially applicable to the MIR. Click on the hyperlinked RIB serial number to load a .pdf version of the RIB to read to determine applicability (see **Figure 8.19**).

Figure 8.19

Once applicability has been determined, select using the "(M) Applicable?" field if the RIB is being used during the inspection or not and click the Sign button. Signing works identically to signing a MIR attribute (see **Section 3.3.3**) and once signed, the PDREP User ID of the individual signing will appear in the Signature box alongside the date of signing (see **Figure 8.20**).

Figure 8.20

At this stage, the signature can be edited to allow for resigning (if necessary) via the "Edit" button.

When signed off as applicable, RIB serial numbers will be added to the Associated Forms box on the MIR Report (see **Section 3.6.1** and **Figure 8.21**).

Figure 8.21

It is required to sign all RIBs loaded onto the page as either Applicable or Not Applicable (Yes/No) in order to complete the record.

Sometimes, RIBs will contain references to attached documents. These can be viewed by clicking the View Attachments hyperlink.

9 SEARCHING THE RIMS DATABASE

9.1 RIMS Search

9.1.1 Accessing RIMS Search

RIMS contains customized searches for users to easily access the record they need. In addition to this, the results displayed will have the Serial No. of the records in hyperlink form so that the user can directly access that record. Search criteria entered will be saved and kept for the entire user session.

Clicking the RIMS Search tab displays the first search screen (NIIN/Contract Search) as shown in **Figure 9.1**. Sub tabs allow searching by: NIIN/Contract, Document/Project, Heat/Lot, Specification, Precert MIC/RFI, Priority, or RIDL information entered through RIMS.

Figure 9.1

9.1.2 RIMS – NIIN/Contract Search tab

Fields designated with a (M) are required in order to obtain search results. These fields are Date Type, Status, DODAAC, Start Date, and End Date. Enter additional parameters in the fields to further refine the search results. At least one non-mandatory field must be entered.

Date Type options include:

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

When all of the desired criteria have been entered, click the Search tab to return results. A sample result set is displayed in **Figure 9.2**.

Figure 9.2

Clicking either a RIMS Serial Number or a MIR number in the result set will open the Receipt Inspection Record for that MIR.

9.1.3 Additional Searches

Other search tab options have similar functionality as Contract/NIIN search. Criteria fields change.

9.2 RIMS Ad Hoc

9.2.1 Accessing RIMS Ad Hoc

To access the RIMS Ad hoc report, click the RIMS Ad hoc tab in the RIMS module. **Figure 9.3** illustrates the default display of the RIMS Ad Hoc Report interface. RIMS Ad hoc also includes RIB data fields. Instructions on the screen provide additional direction for using the interface for query development.

Figure 9.3
90

9.2.2 Using RIMS Ad Hoc

Please refer to the Product Data Reporting and Evaluation Program (PDREP) Ad hoc Search Tool User Guide for assistance using the RIMS Ad hoc Tool.

The Ad hoc query generator can be used to generate a variety of reports; all results are downloadable to MS Excel spreadsheets. On-screen instructions are available as a reminder on how to create the ADHOC query. The web page provides a method for users to choose a record type to query. Users may select specific data elements from the record such as date range or code, to generate query results.

Users can adjust queries by returning to the Ad hoc Report page. Results can be downloaded into spreadsheet format when complete.

The Product Data Reporting and Evaluation Program (PDREP) Ad hoc Search Tool User Guide can be located at:
https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm

(see **Figure 9.5**) or can be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (see **Figure 9.4**).

Figure 9.4

Guides and Manuals

PDREP Guides and Manuals (pdf format)

General

- Attaching a file in PDREP 📄
- Search Tools 📄
- User Access Request 📄

PDREP Tools

- ADHOC Search 📄
- Contract Award and Delivery (CAD) Data Application 📄
- Contractor Profile 📄
- Corrective Action Request (CAR) 📄
- Customer Service Request Module 📄
- Engineering Referral System (ERS) 📄
- Material Inspection Records (MIR) 📄
- PDREP Search 📄
- Quality Assurance Letter of Instruction/Letter of Delegation (QALI/LOD) 📄
- Receipt Inspection Management System (RIMS) 📄
- Supply Action Module (SAM) 📄
- Supplier Audit Program (SAP) 📄
- Supply Discrepancy Report (SDR) 📄
- Surveillance Plan (SP) 📄
- Survey, Special Quality, and Test Records Applications 📄
- Virtual Shelf 📄

Product Quality Deficiency Reports

- Originator Documents
  - Originator Instructions 📄
  - Local Purchase Instructions 📄
- Screening Point Documents
  - Screening Point Instruction 📄
  - Army Master Screener Instruction 📄
- Action Point Documents
  - Action Point Instructions 📄
  - Army Action Officer Instruction 📄
- Support Point Documents
  - 1227 Instructions 📄
  - QAR Investigation 📄
  - DRPM Investigation 📄

Other Programs

- Exhibit and Shipment Tracking 📄
- PDREP Prime Contractor 📄
- Warranty and Source of Repair Tracking 📄

Figure 9.5

10 CONTROLLED INDUSTRIAL MATERIAL (CIM) SEARCH

The Controlled Industrial Material (CIM) Search tool is a tool derived from requirements from NAVSEA 06P written in NAVSEAINST 4355.45. It allows for NAVSEA 06P to set items that are to be technically receipt inspected or can be deemed acceptable via end-user inspection only.

CIM records are defined as one of three types:

- **Specification:** The CIM item is defined as coming from a particular specification.

- **Item Specific:** The CIM item is defined as a particular National Stock Number (NSN) item.

- **Drawing:** The CIM item is defined as coming from a particular drawing.

10.1 Accessing CIM Search

10.1.1   User Access Roles:

User access roles for CIM are assigned and modified separately from a user" RIMS access roles (see **Figure 10.1**). This allows for selective access to CIM Search as not all RIMS users need the capability to view these records. Additionally, regardless of RIMS access role CIM Search will be View Only.

When requesting RIMS access via the PDREP access request, access to CIM Search is a checkbox below the requested RIMS access level (see **Figure 10.1**). Be advised that it is not specifically tied to or requires RIMS access.

Table 10.0

Role	Functions
No Access	**If a user does not have access to the CIM Search. Link will not appear within the Applications list on the PDREP main menu for the user.**
View Only	**Ability to view, search and print CIM records and reports. Standard access granted to all users when requesting CIM Search access.**
Full Access	**Ability to create/edit CIM records, along with all View Only functionality. Reserved for NAVSEA 06P & PDREP Admins.**
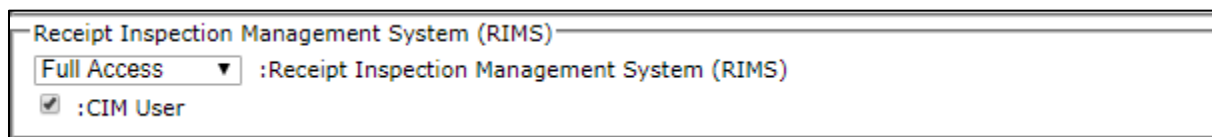
Figure 10.1

10.1.2   Accessing CIM Search

To enter the CIM Worklist, hover over the CIM Search program link on the left side of the PDREP Main Menu (see **Figure 10.2**). Upon hovering over the link, the CIM menu will appear. Click on "CIM Worklist".

Figure 10.2

Alternatively, select the "CIM Worklist" tab at the top of any page once inside CIM Search. Once selected, the CIM Worklist will load (see **Figure 10.3**).

Figure 10.3

10.2 Searching for CIM Items

10.2.1   Using the CIM Worklist

The Worklist settings will default as shown in **Figure 10.3**. The Status field defaults to ALL.

The remaining fields: Record Type, Specification, Drawing Number, FSC, NIIN, QA Code, allow for reducing or specifying the resulting dataset.

To load the worklist, click the "Display Worklist" button and the page will display (see **Figure 10.4**).

If the CIM Serial Number for the record desired is known, enter the serial number in the data field CIM Serial Number, then click the Go To CIM Record button. This will bring you directly to the record.

NOTE: *The pictured "Create New CIM Record" button is only available for NAVSEA 06P. As such, the "create record" functionality will not be described within this guide.*

CIM WorkList

Instructions
1. Enter search items.
2. Select a **Status**
3. Click Display Worklist

Record Type: [▼]
Status: [ALL ▼]
Specification: [▼]
Drawing Number: [ ]
FSC: [ ]   NIIN: [ ]
QA Code: [▼]

[Display Worklist]

Instructions
1. Type in CIM Serial Number
2. Click Go to CIM Record

CIM Serial Number: [ ]

[Go to CIM Record]

Result count: 26
CIM Worklist Download: Click here to download data in spreadsheet

RCN Number	Status	Record Type	Specification	QA Code	Inspection Procedure	Drawing Number	NIIN
190001	TRI REQUIRED	SPECIFICATION	ASME B18.2.1	QA 2			
190002	TRI REQUIRED	SPECIFICATION	ASTM A106	QA 2			
190003	TRI REQUIRED	SPECIFICATION	ASTM A354	QA 2			
190004	TRI REQUIRED	SPECIFICATION	ASTM A36	QA 2			
190005	TRI REQUIRED	SPECIFICATION	ASTM A574	QA 2			
190006	TRI REQUIRED	SPECIFICATION	ASTM B21	QA 2			
190007	TRI REQUIRED	SPECIFICATION	ASTM B221	QA 2			

Figure 10.4

Clicking on the RCN Number hyperlink will display the record (see **Figure 10.5**).
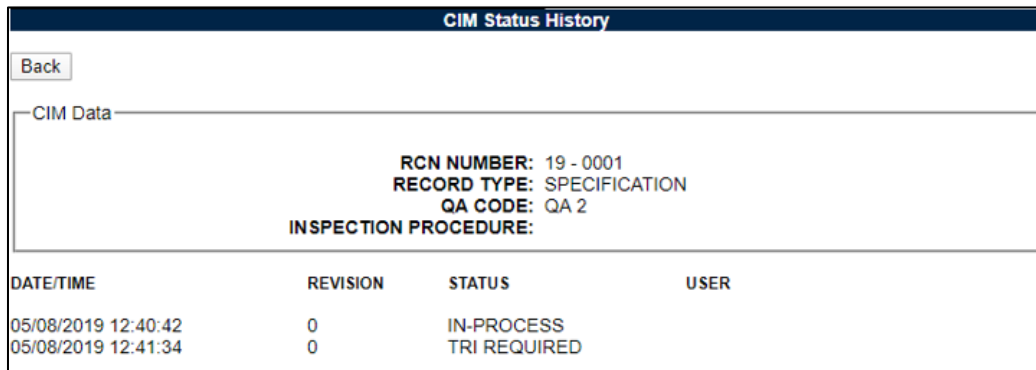
CIM Specification Edit

REVISION [0 ▼]

View Attachments   Status History

RCN Number: 19 - 0001
Record Type: SPECIFICATION

Added Date:

Material Description:

Status: TRI REQUIRED

Specification Name: ASME B18.2.1
Specification Title: BOLTS AND SCREWS INCH SERIES, SQUARE AND HEX (WITH ADDENDA)
Specification Type MANUFACTURING

Manufacturer CAGE:
Manufacturer:
Piece Number:
Part Number:
(M)Material Level Code: QA 2
InspectionProcedure:
Source Activity: N00024
Source Document: NAVSEAINST 4855.30
Source POC:

Scope Text:

ALL FASTENERS 1/2" OR LARGER THAT ARE TO BE
PERMANENTLY INSTALLED IN NAVAL VESSELS WHERE FAILURE
COULD AFFECT SHIPS RELIABILITY OR SAFETY.

Remarks:

Creator Signature

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

Figure 10.5

10.3 Additional Button Functionality on the CIM Specification Screen

10.3.1 Status History

Clicking the Status History button will display a page listing all the status changes for the record (see **Figure 10.6**).

Figure 10.6
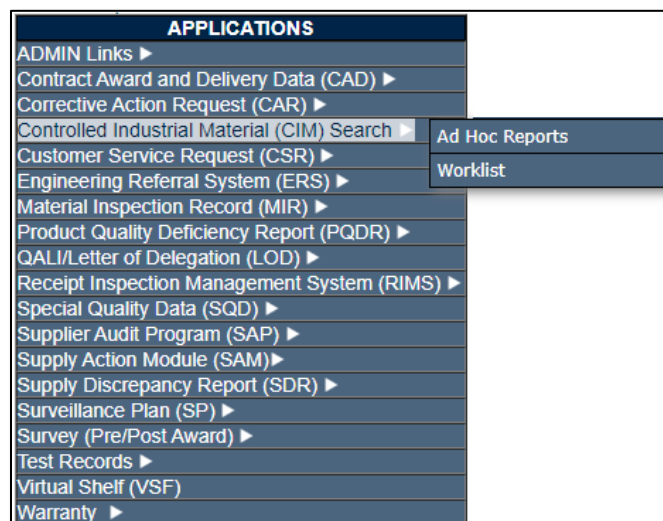
10.3.2 View Attachments

Clicking the View Attachment button will display the Upload Attachment screen. This screen will not allow the user to upload an attachment but will allow the user to view the attachments. For instructions for this page, see **Section 3.2.7**.

10.4 CIM AD HOC

10.4.1 Accessing CIM Ad Hoc

To enter the CIM Ad hoc, hover over the CIM Search program link on the left side of the PDREP Main Menu (see **Figure 10.7**). Upon hovering over the link, the CIM menu will appear. Click on "CIM Ad hoc".

Figure 10.7

Alternatively, select the "CIM Ad hoc" tab at the top of any page once inside CIM Search. Once selected, the CIM Ad hoc Report page will load (see **Figure 10.8**).

CIM - Ad Hoc Report

Instructions
To use a previously saved Ad Hoc report:
1. Select an ad hoc from **My Ad Hocs**
2. Click **Open My Ad Hoc** button
3. To share or delete a previously saved ad hoc, select **Manage My Ad Hocs** button

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

Get Row Count: ☐

Set maximum rowcount: 20000 (Maximum size : 20,000)

Select Columns:

Data Elements
Creator
Creator Codeshop
Creator Date
Creator Extension
Drawing Cage Code
Drawing Number
Drawing Owner Name
Drawing Revision
FSC
FSC Material Description

Add Columns

Delete Columns

Selected Data Elements
No columns selected

Data Element: ▼ Add Where

Figure 10.8

10.4.2   Using the CIM Ad Hoc

See **Section 9.2** for more information regarding the use of the Ad Hoc tool.

11 SUMMARY

This concludes the Receipt Inspection Management System (RIMS) user guide.

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

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

Contact information for the support desk is provided below:

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

Appendix 1 - DATA DESCRIPTIONS

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

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
NONE	RIMS SERIAL No.	8	Sequential number auto-assigned by RIMS as a placeholder for the job until an MIR is assigned.	YYNNNNN (current 2-digit year followed by 5-digit number). Not entered, auto-fills.
4	MATL RECEIVED DATE	10	Date material was received at SY, found on DD250 or MMD. If no DD250 or MMD or similar paperwork, enter date material arrived in RI area.	MM/DD/YYYY
NONE	CERT RECD DATE	10	Date that the material" certs were received	MM/DD/YYYY
NONE	CERT COMP DATE	10	Date that the material" certs were reviewed	MM/DD/YYYY
6	MATL CODE	4	Quality Assurance Material Ordering Code,	Drop Down
1	MATL DESIG	4	Level 1 Material Designator from NAVSEA 7010 Material Control Standard. Data source: NSLC EIS Database	Autofilled based on various rules surrounding the MATL SPEC dropdown. See **Section 3.1.1**
2	MIR SERIAL No.	8	Material Inspection Record Serial Number.	See **Section 3.1.2**
2A	PRECERT/MIC/RFI SERIAL NO	20	Pre-certified MIC Number or Ready for Issue (RFI) Serial Number	
5	CONTRACT DEL DATE	10	Date the Contract was delivered	MM/DD/YYYY
7	DOCUMENT #	50	Document Number the material was ordered on a.k.a. JML No., MOD No.	
8a	CONTRACT No.	17	Material Ordering Contract Number	XXXXXXXXXXXX (XXXXXX-XX-X-XXXX)
8b	CALL No.	5	Contract Call Number used for shipment release against a contract.	
9	ITEM No.	40	Contract Item Number.	

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
NONE	NEED BY	10	Priority Need By Date – Filled in from the Priority Screen	Filled in from the Priority Screen – MM/DD/YYYY
NONE	PRIORITY 1/2/3		Priority selections designated to assist in determining the order in which to work the records	Filled in from the Priority Screen – Drop Downs
NONE	UCO/ORDERS	4	Unfilled Customer Orders as provided by NAVSUP if applicable	Number
NONE	EXPECTED RESOLUTION DATE	8	Expected resolution date of the issue regarding a priority change	Date
NONE	EXPECTED COMPLETION DATE	8	Expected completion date of the inspection regarding the priority change	Date
NONE	PRIORITY LAST UPDATE USER	6	PDREP User ID of the individual who last saved the priority of the record	Auto filled – PDREP User ID
NONE	PRIORITY/ EXPDITER REMARKS	1k	Remarks associated with the Priority	Text
10a	UNITS REC'D	6	Contract Units Received. The quantity of material actually received reported in the units of issue as ordered.	Numeric field.
10b	UNITS OF ISSUE	2	Units material is ordered and issued in, e.g. "EA" = each, "FT" = feet, "CN" = cans, "BX" = box, "LB" = pound, etc.	Select from drop-down
11a	JOB ORDER	10	Job Order number used to order and/or fund inspection of the material.	XXXXXXXXXX
11b	KEY OP	3	Key Operation portion of Job Order number	XXX
12	PROJECT	15	Identity of Project ordering material including Ship, Stop Store or NAVICP.	Select from drop-down
NONE	SHIPMENT NUMBER	40	Number associated with the Material Shipment	

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
13a	COG	2-3	First part of the NSN	XX or XXX
13b	FSC	4	Federal Stock Class, part of NSN. If there is no stock number, enter the applicable code from FSC Handbook H 2-1.	XXXX
13c	NIIN	9	Navy Item Identification Number or Local Stock Number (LSN), part of NSN. Data source: FLIS	XXXXXXXXX
13d	SMIC	2	SMIC Code, part of NSN	XX
14a	MATL DESCRIPTION	25	General item description, noun name.	Select from MATL DESCRIPTION LIST drop-down
14b	DESCRIPTION	50	Additional detailed description lines.	
15	VENDOR CAGE	5	Commercial and Government Entity code that identifies the material supplier. Data Source: DLA CAGE database.	XXXXX
N/A	VENDOR NAME	50	Name of vendor or activity that supplied material	Auto filled from VENDOR CAGE (15)
17	MFG CAGE	5	Commercial and Government Entity code that identifies the manufacturer of material if different from vendor. Data Source: DLA CAGE database.	XXXXX
N/A	MFG NAME	50	Name of material manufacturer if different from vendor.	Auto filled from MFG CAGE (17)
19	MATERIAL SOURCE	20	Material source type, e.g. Vendor New, Refurbished, etc.	Select from drop-down
20	VALUE REC"D	7	Dollar value of the material received	$ (dollars, no cents)
	DODAAC	6	Department of Defense Acquisition Activity Code	Auto filled from user profile
22	MILL HEAT NO.	12	A unique identification number assigned to a mill heat lot of metal	

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
			material used to provide traceability to OQE.	
26	LOT/TRACE NO.	12	A unique vendor identification number assigned to a lot of material.	
23	MATL SPEC	25	The material specification used to manufacture and inspect the lot.	Picked from the MATL SPEC LIST drop down located directly above this field
23a	MATL SPEC REV	20	The revision, change, slash sheet etc. of the chosen material specification	
24	MFG SPEC	25	The manufacturing or fabrication specification used to manufacture and inspect the lot.	Picked from the MFG SPEC LIST drop down located directly above this field
24a	MFG SPEC REV	20	The revision, change, slash sheet etc. of the chosen manufacturing specification	
	MATERIAL TYPE			Select from the dropdown following selecting a MATL SPEC that has a matching value
	MATERIAL COMPOSITION			Select from the dropdown following selecting the MATERIAL TYPE
	MATERIAL CONDITION			Select from the dropdown following selecting the MATERIAL COMPOSITION
25	DRAWING/PART No.	25	The drawing and piece, or vendor part number of the component.	
27a	INSPECTION PROC/REV	20	The inspection procedure and revision used to inspect the material.	Auto filled from INSPECTION PROC LIST drop-down
27c	ENCLOSURE	2	The inspection procedure enclosure use to inspect the material.	Selected from drop-down
28	LOT SIZE	6	The number of parts received in terms of "Each." Used to	Numeric field

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
			determine sample sizes for inspection.	
29	DCMA ACTIVITY	6	Defense Contract Management Agency code (aka DODAAC) that identifies the office location responsible for quality assurance of Level 1 parts at the vendor, when called out in a contract. Listed on DD250	
46A	MARKING	--	Box to denote what markings the material has on it	Text
NONE	ACTION	8	Identity of Code or group currently responsible for the status of the job, i.e. responsible to continue work or take action on the job.	Drop Down
NONE	STATUS	15	Identifies current status of the job, e.g. In Process, Lab Test, RIDL, Accepted, etc.	Drop Down
NONE	INSPECTOR	--	Drop down of RIMS Users to assign to the record	Drop Down

II.   MIR FORM

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
30	IAC	2	Number assigned to each inspection attribute.	Auto filled from drop-down or from selecting an inspection procedure
31	INSPECTION ATTRIBUTE	30	Name assigned to each inspection attribute.	Auto filled from drop-down or from selecting an inspection procedure
N/A	DISABLE/ENABLE	1	Allows inspection attributes to be lined-out when not required by clicking the button. May also be "re-enabled" by clicking the button.	

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
N/A	ADD ATTRIBUTE	30	Adds inspection attributes and codes when required.	
32	QTY INSP	6	Number of parts actually inspected for each attribute.	Numeric field
33	INSP TYPE	1	Identify type of inspection, "P" –inspection performed by inspector or other shipyard personnel; "V" – inspection verified by inspector or other shipyard personnel by software review or "W" – inspector witnessed vendor performing inspection.	Select from drop-down/auto filled
34	QTY DEF	6	Number of parts from the sample found to be deficient.	Numeric field
35	SIGNATURE		CAC Signature of the Inspector who completed the inspection attribute	
36	QTY REJ	6	The total quantity of components from the lot found to be defective.	Numeric field
36a	QTY LIABLE	6	**Used in Nuclear RIMS only. See Appendix 2.**	Numeric Field
37	DEF CLASS	1	Classification code of any defective material.	Select from drop-down
35	TOTAL RIDLS	2	Number of last RIDL applicable to the job. Used to confirm all RIDLS and resolutions are included in the MIR package.	
39	UNITS DEST	6	The amount of material destroyed in testing reported in the contract units (units of issue).	Numeric field, whole numbers only, no decimals. (e.g. if 6 inches are destroyed, and U/I is feet, enter 1, not 0.5)
40	UNITS REJ	6	The amount of material rejected reported in the contract units (units of issue).	Numeric field, whole numbers only.
41	UNITS ACC	6	The amount of material accepted and place in stock (or made ready for	Numeric field, whole numbers only.

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
			issue) reported in the contract units (units of issue).	
42	QTY REJ	6	The amount of material rejected reported in terms of the lot size (number of parts).	Numeric field
43	QTY ACC	6	The amount of material accepted reported in terms of the lot size (number of parts).	Numeric field
44	INSPECTION COMPLETE SIGNATURE		CAC Signature of the Inspector who has completed the inspection.	
45	SUPERVISOR REVIEW		CAC Signature of the Supervisor or reviewer who has performed a supervisory review on the MIR.	
48	QTY DEF	6	Amount of defective material recorded in terms of the Units of Issue.	Numeric field
49	VALUE DEF	6	Dollar value of defective material found to be vendor liable	$ (dollars, no cents)
50	DEF CODE	1	Defect classification code assigned to the lot of defective material.	
51	QDR No.	7	QDR number, if a QDR was prepared to report defective material to the vendor. If no QDR, type "NA".	
N/A	QDR Date	10	Date of QDR	Date field
47	LOT REJ		Check if the lot is rejected	Check box
52	ENG/QAS REVIEW SIGNATURE		CAC Signature of the QAS or Engineer who has completed QA Review.	

III CONTINUATION SHEET

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

IV Laboratory Request and Report

MIR ITEM No.	ITEM	FIELD LENGTH	DESCRIPTION	ENTRY FORMAT
	ITEM DESC		Item Description of the component/ part requiring testing.	
	HEAT No.		Heat or trace code marked on part requiring testing.	
	MATERIAL SPEC		Material specification of component/part identifying testing requirements.	
	TYPE/CLASS/COND		Material Type, Class, Condition, Grade, etc. Information to identify and specify the material per the applicable MATERIAL SPEC	

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

Appendix 2 – NUCLEAR RIMS DIFFERENCES

Continued from the individually marked sections in the main guide.

- MIR PDF Marking:

    o On the "Main Page" of RIMS, an option for whether or not the record contains NNPI data is provided. A "Y" selection will mark the MIR form CUI/U-NNPI whereas an "N" selection will mark the MIR form CUI Basic. A similar selection is used within the RIDL on the RIDL worklist & RIDL resolution (shown later in this section), as well as on the Remarks Sheet.

    o On the nuclear side, all CUI markings on the MIR Report are accompanied by a POC of "Code 139". For the RIDL, the POC is the RIDL Resolver.

- Nuclear QA Codes:

    o "A" – used by Nuclear RI to denote Level 1 Nuclear material.

        i. Does not make the "MIR Serial Numbers Required" pop up like it does on the non-nuclear side with Level 1 QA-1.

    o "C" – used by Nuclear RI to denote Non-Level Nuclear material.

- Nuclear QA Review:

    o When performing QA Review, Nuclear RIMS has an additional field called "QTY LIABLE" (36a) which is used to denote which of the rejects (if any) were vendor liable rejects.

        i. Rejects that are not vendor liable are documented in block 36.

        ii. When the MIR Data from RIMS is sent to the MIR module, the greater of the two values (36 vs. 36a) is taken as to properly document the maximum number of deficiencies found on the material.

    o Engineering Referrals may be initiated from Nuclear RIMS QA Review via clicking the "Create ER" button. (see **Figure A 2.1**). Further instructions regarding originating Engineering Referrals can be seen in the Engineering Referral System (ERS) User Guide, found here.

Figure A2.1

- Nuclear RFI Tags

    o Differences with Nuclear RFI Tags are notated visually in **Section 2.1.3**.

- **RIDL**

    1. Like the "Main Page" of RIMS, either the RIDL worklist or a RIDL must include a Y/N selection if the record contains NNPI. This selection will change the RIDL pdf to be CUI

Basic or CUI/U-NNPI depending on if N or Y is selected. See **Figure A 2.2**. The same field is present on the RIDL within the Resolution area if it has not yet been selected. This selection covers **<u>ALL RIDLs</u>** in the MIR package.

Figure A2.2

2. There are slight differences in the data fields available between non-nuclear and nuclear RIMS RIDL. In non-nuclear RIMS, the Inspection Complete and Counterfeit/Fraud fields are required before locking and saving a Condition. Also, ER Number is optional as a Resolution field in non-nuclear RIMS.

3. Users with Full Access in Nuclear RIMS may delete incomplete RIDLs. A Yes/No confirmation is provided to prevent accidental deletion.

- **<u>X1 & X8</u>**

  o Per NAVSEA 08 direction, material with X1 and X8 SMICs do not have their MIRs transferred to PDREP-MIR.

Appendix 3 – UNITS OF ISSUE

Abbreviation	Units of Issue Literal
AM	AMPOULE
AT	ASSORTMENT
AY	ASSEMBLY
BA	BALL
BD	BUNDLE
BE	BALE
BF	BOARD FOOT
BG	BAG
BK	BOOK
BL	BARREL
BO	BOLT
BR	BAR
BT	BOTTLE
BX	BOX
CA	CARTRIDGE
CB	CARBOY
CD	CUBIC YARD
CE	CONE
CF	CUBIC FOOT
CK	CAKE
CL	COIL
CN	CAN
CO	CONTAINER
CS	CASE
CY	CYLINDER
CZ	CUBIC METER
DR	DRUM
DZ	DOZEN
EA	EACH
FT	FOOT
FV	FIVE
FY	FIFTY
GL	GALLON
GP	GROUP
GR	GROSS
HD	HUNDRED
HK	HANK
IN	INCH
JR	JAR
KT	KIT
LB	POUND
LG	LENGTH
LI	LITER
LO	LOT
MC	THOUSAND CUBIC FEET
ME	MEAL
MR	METER
MX	THOUSAND

Abbreviation	Units of Issue Literal
OT	OUTFIT
OZ	OUNCE
PD	PAD
PG	PACKAGE
PM	PLATE
PR	PAIR
PT	PINT
PZ	PACKET
QT	QUART
RA	RATION
RL	REEL
RM	REAM
RO	ROLL
SD	SKID
SE	SET
SF	SQUARE FOOT
SH	SHEET
SK	SKEIN
SL	SPOOL
SO	SHOT
SP	STRIP
SX	STICK
SY	SQUARE YARD
TD	TWENTY-FOUR
TE	TEN
TF	TWENTY-FIVE
TN	TON
TO	TROY OUNCE
TS	THIRTY-SIX
TU	TUBE
VI	VIAL
YD	YARD

Appendix 4 – PRIORITY CODES

Priority One

Symbol	Description
N	NAVSUP WSS
O	OPW
P	PRODUCTION
Q	QUALITY ASSURANCE
S	SUPPLY/STORES
X	NAVSEA MANAGED SPARES

Priority Two

Symbol	Description
0	NO PRIORITY – INSPECT AS TIME PERMITS
1	WORK STOPPAGE IN CRITICAL PATH/CASREP
2	WORK STOPPAGE NON-CRITICAL PATH/TRANSHIP
3	VENDOR FURNISHED, PAYMENT PAST DUE/DESTINATION
4	INSUFFICIENT QTY FOR KNOWN JOBS
5	VENDOR FURNISHED, ON-TIME PAYMENT IN JEOPARDY
6	ZERO BALANCE IN STOCK
7	INSPECT AS TIME PERMITS
8	ACCEPTABILITY QUESTIONABLE, CURE DATES, QDM
9	EMPTY BIN

Priority Three

Symbol	Description
A	EMERGENT, TOP PRIORITY, IMMEDIATE NEED
B	URGENT, NEED ASAP
C	IMPORTANT, NEEDED TO SUPPORT SCHEDULE
D	AVAILABILITY NOT STARTED
E	BACKORDER
F	OTHER

Appendix 5 – COMMON STANDARD CARRIER ALPHA CODES

SCAC	Carrier name
MSCU	MEDITERRANEAN SHIPPING COMPANY
ALLV	ALLIED VAN LINES
ARFW	AMERICAN FREIGHTWAYS
BAXG	BAX GLOBAL
BNAF	BAX GLOBAL (air)
CBNP	CARBONITE LOGISTICS
CDNK	Celadon
CMDU	CMA CGM
COSU	Coscon Container Lines
COTO	Country Transport
ELOI	Ease Logistics
CSXT	CSX TRANSPORTATION
CWCE	CON-WAY CENTRAL EXPRESS
CWIM	CON-WAY INTERMODAL
CWSE	CON-WAY SOUTHERN EXPRESS
CWWE	CON-WAY WESTERN EXPRESS
DMLI	Diamond Logistics
DOLR	DOT-LINE TRANSPORTATION
EGLV	Evergreen
EWCF	EMERY WORLDWIDE
EXPD	Expeditors International Ocean
FDCC	FedEx Custom Critical
FDEG	FEDEX GROUND
FDEN	FEDEX (AIR)
FXFE	FedEx Freight
FLJF	FLT LOGISTICS LLC
FXFE	FedEx LTL Freight East
FXFW	FedEx LTL Freight West (formerly VIKN - Viking)
FXNL	FedEx Freight National (formerly Watkins)
GMLS	R and L Carriers
GPTC	G & P Trucking, Inc.
HOYO	HOYER Deep Sea
INML	INTERMODAL SERVICES
KHNN	KUEHNE + NAGEL
LDYN	Logistic Dynamics, Inc.
MAEU	Maersk Line
MCPU	MCC Transport Singapore Pte Ltd.
MGMC	MGM TRANSPORT
MTEN	Marten Transport LTD.
NAFT	NATIONAL FREIGHT
NAVI	North American Van Lines, Inc.
NXPL	National Xpress Logistics
NYKS	NYK
ODFL	OLD DOMINION FREIGHT LINE
OOLU	Orient Overseas Container Line

SCAC	Carrier name
PAYL	PAYSTAR LOGISTICS
PFLP	PACIFIC LOGISTICS CORP
PDME	PIEDMONT EXPRESS
PLGQ	Precision Logistics Group
PRIJ	Prime Inc.
PRML	Prime Logistics & Intermodal
RDSS	Rail Delivery Services, Inc.
SAFM	Safmarine
SCNN	Schneider National
SNCY	Schneider National
SNLU	Schneider National
SUDU	Hamburg Süd
SWFT	SWIFT TRANSPORTATION
TCKM	Truckers America
TPNW	Triple A Logistics
TRKU	TURKON LINE INC
UDRY	USAW - USA Logistics
UPGF	UPS FREIGHT (FKA Overnite Transportation Co / OVNT)
UPSN	United Parcel Service
UPSS	United Parcel Service
UPSC	United Parcel Service
UPSZ	United Parcel Service
USAU	U.S. Government
USAX	U.S. Government
UQEP	UNIQUE EXPRESS
USIT	USA Truck
USNW	U.S. Northwest Express or USNW Express
USPS	United States Postal Service
USXI	U.S. Xpress
VLOQ	VANEDGE LOGISTICS
VSRD	Vistar Transportation Ltd.
XPOL	XPO Logistics