NAVSEA
NAVAL SEA SYSTEMS COMMAND
NAVAL SEA LOGISTICS CENTER DETACHMENT PORTSMOUTH

PDREP
Supplier Audit Program

Auditor/User Guide
15 April 2008

Foreword

The purpose of this guide is to provide working-level procedures to describe entering, updating, revising and viewing information in the Supplier Audit Program (SAP) Automated Information System (AIS). The AIS was developed to support electronic processing of SAP information.

This guide translates business process requirements into procedures for individuals using the automated SAP process in the Product Data Reporting and Evaluation Program (PDREP). The instruction was prepared by Naval Sea Logistics Center Detachment Portsmouth (NSLCDET PTSMH) in support of a NAVSEA HQ 04XP initiative. NSLCDET PTSMH is always in a continuous improvement mode to enhance both the AIS and SAP instruction to meet the needs of its customers.

Please address any recommended changes or improvements to the automated system or this document to:
Director
Naval Sea Logistics Center Detachment Portsmouth
80 Daniel St, Suite 400
Portsmouth, NH 03801-3884
Phone: Helpdesk at DSN 684-1690 or comm.: (207) 438-9460
Fax: Comm: (207) 438-6535 (No DSN fax available)
Email: webptsmh@navsea.navy.mil

NAVSEA 04X maintains the Supplier Audit Program Instruction that implements the Supplier Audit Program. PDREPs Supplier Audit Program application uses those instructions as a basis for the Supplier Audits Programs automated information system's business rules. The instruction is posted on the same web page as this document.

Please address recommended changes for instruction to:
SEA 04X - Supplier Audit Program
Building 197 4W2162
1333 Isaac Hull Ave, SE
Washington Navy Yard, Washington DC 20376
Phone: (202) 781-1320
Email: lawrence.r.baker@navy.mil

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Definitions

CAGE: Five position alphanumeric Commercial and Government entity code for the contractor referenced in the record.

Audit ID: Ten position alphanumeric identification number consisting of a six digit DODAAC, or a five digit CAGE code proceeded by a 0 (zero), a four-digit year (yyyy) and a three-digit serial number.

DODAAC: Department of Defense Activity Address code.

Audit Lead: Activities that have audit responsibilities identified by NAVSEA. To determine who is the Team Lead refer to the SAP Shared Supplier List maintained by NAVSEA 04P. A link to the list is also available by clicking on the "Links" link on the top of the page in the PDREP application.

System Overview

Overview:
The Supplier Audit Program is a Navy Internet application that is accessed via the http://www.nslcptsmh.csd.disa.mil/pdrep/pdrep.htm web site using the Product Data Reporting and Evaluation Program (PDREP) Automated Information System (AIS). By definition, SAP information is Sensitive but Unclassified (SBU). To protect the security of SAP information, all actual data entered and retrieved using the system is encrypted using the security features incorporated into the web browser. Access to the system requires a browser which supports 128-bit encryption (sometimes referred to as strong encryption, or U.S. only encryption). The Defense Information Systems Agency (DISA) has purchased a DOD-wide site license from Netscape Corporation for products which support this feature. For most personal computers, Netscape Communicator 4.7, or later, is the browser of choice. This is the only browser available for PCs that have been certified by the National Institute of Standards and Technology meeting the 128-bit encryption requirements. Microsoft's Internet Explorer 6.0, or later, claims to meet this requirement, but it has not yet been certified by NIST. Internet Explorer 6.0 with 128-bit encryption can be used to access the database, but each user has to accept responsibility for any security compromises that may occur through its use. More details on browser requirements and security are available at the Naval Sea Logistics Center Detachment, Portsmouth, NH web site, http://www.nslcptsmh.csd.disa.mil/pdrep/pdrep.htm.

Purpose:
Supplier audits are focused primarily on process control. They are not intended to take the place of Pre/Post Award Surveys, Product-Oriented Surveys or Quality System Reviews.

Scope:
The scope is based on the supplier's business and manufacturing capabilities as well as its quality history. Another factor in determining the scope is the auditor's needs. For instance, if procuring bar stock from a supplier, you may only require verification of the following processes: Metallurgical/Chemical Laboratory, Testing, Non-Destructive Testing, Inspection and Testing, Material Control, First Article, Factory Acceptance and Individual Acceptance Testing, Supplier Control of Objective Quality Evidence, and Material Trace. Use the appropriate Supplier Audit Program checklists, located on the Supplier Audit Program Web Page as a guide for each area.

Checklists:
Checklists used to perform supplier audits are maintained on the same web page as this document. Select applicable checklists based on scope of audit.
http://www.nslcptsmh.csd.disa.mil/supplier/supplier.htm#par

Audit Resources:
Selection of qualified auditors needed for an audit should be based on their expertise in process areas to be reviewed.

Notification:
a. Upon determination that a supplier is to be audited, contact the appropriate DCMA Quality Assurance Representative (QAR) to establish a start date for the audit.
b. Obtain the company point of contact.
c. Inform the QAR and supplier of what will be needed prior to conduct the audit (i.e., organizational chart, quality manuals, quality problems and corrective action plans etc.).
d. Establish a schedule, with supplier concurrence, which shall include the times opening and exit meetings and the daily audit agenda.
e. Determine if personnel protective equipment is required.

Audit Performance:
a. Opening meeting. Meet with supplier representatives for formal introductions and discussion of planned audit activities for the duration of the audit.
b. Audit. Following applicable checklists, interview necessary personnel and review associated directives and documentation. Record pertinent information on working papers and attach to respective checklists. Meet with audit team members daily to discuss progress.
c. Exit meeting. Meet with supplier representatives and provide a briefing of audit results. Provide a written draft copy of the audit to the supplier.

Overview Conclusion
Upon return from the audit, input the results of completed checklists into the PDREP, web page for the Supplier Audit Program. Provide a formal final report to the supplier.

Log In to PDREP

To log into PDREP and access the SAP module click on the **PDREP** link on the left. To view additional Supplier Audit Program information click on either of the **Supplier Audit Program** links.

Fig. 1

Clicking **Supplier Audit Program** above link brings you to Fig 2. Clicking **PDREP** link or **Logon** link takes you to the PDREP log in page, Fig 3.

Fig 2

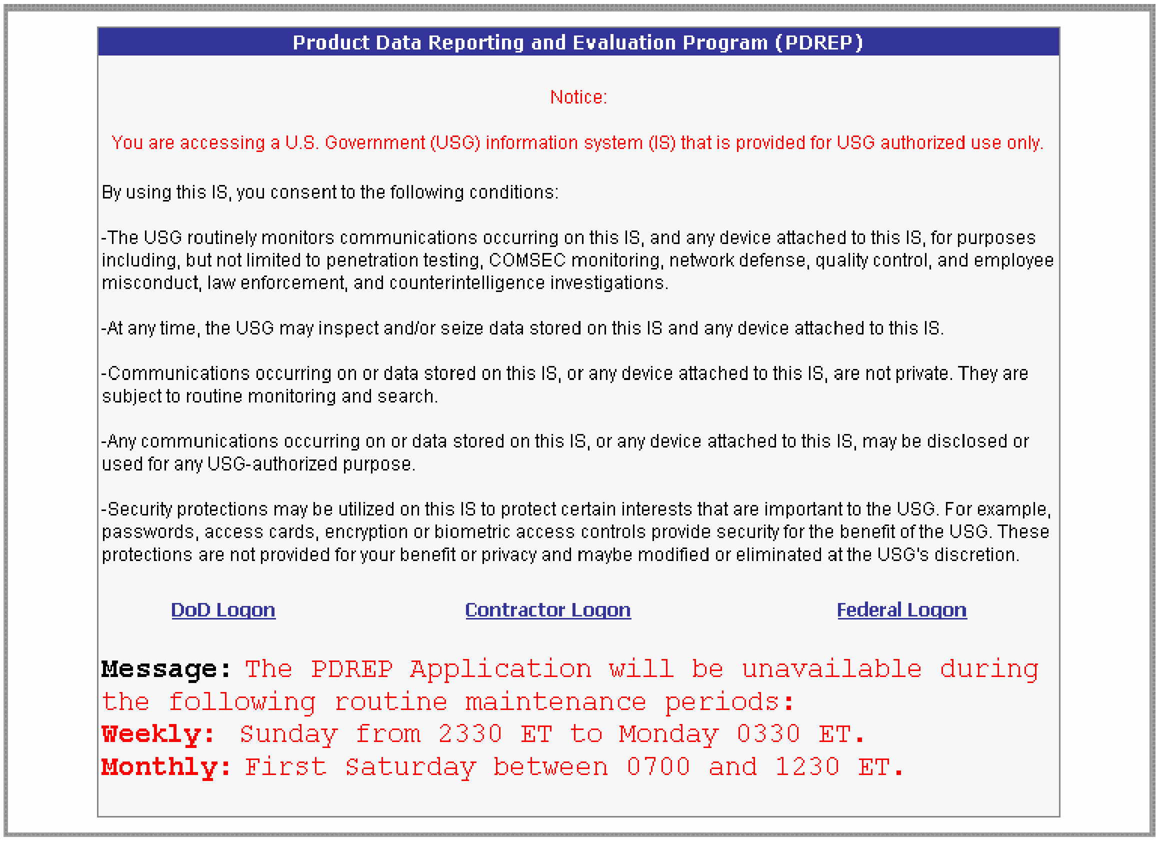


Fig 3

If you have PDREP User Id and a CAC Card, click on the **DoD Logon** link. When you see this screen below (Fig 4), enter your User Id. If it's your first time logging in or it's been some time since your last logon, you may be brought to figure 5.

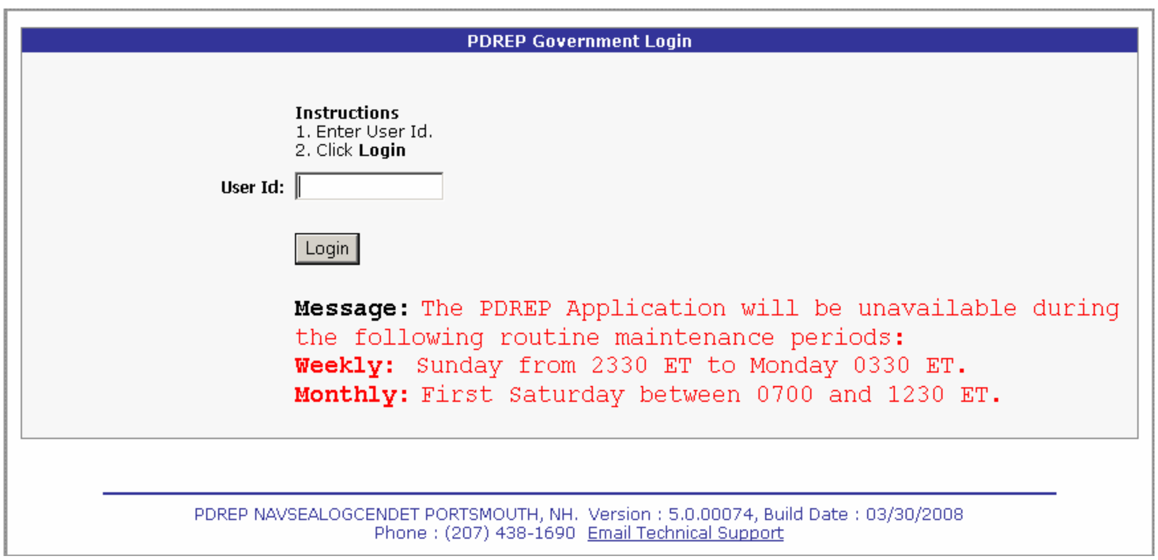


Fig 4

Make sure your CAC card is installed and enter your **User Id** and **Password** when logging in for the first time.

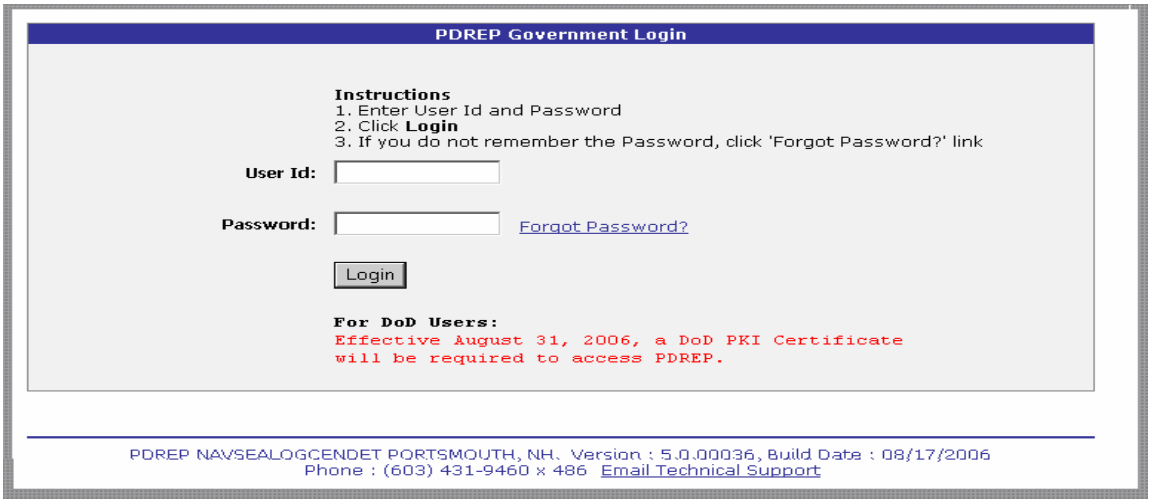


Fig 5

Main Menu

Once logged in, the Main menu will appear on your screen (Fig 6). Choose the **Supplier Audit Program** link.

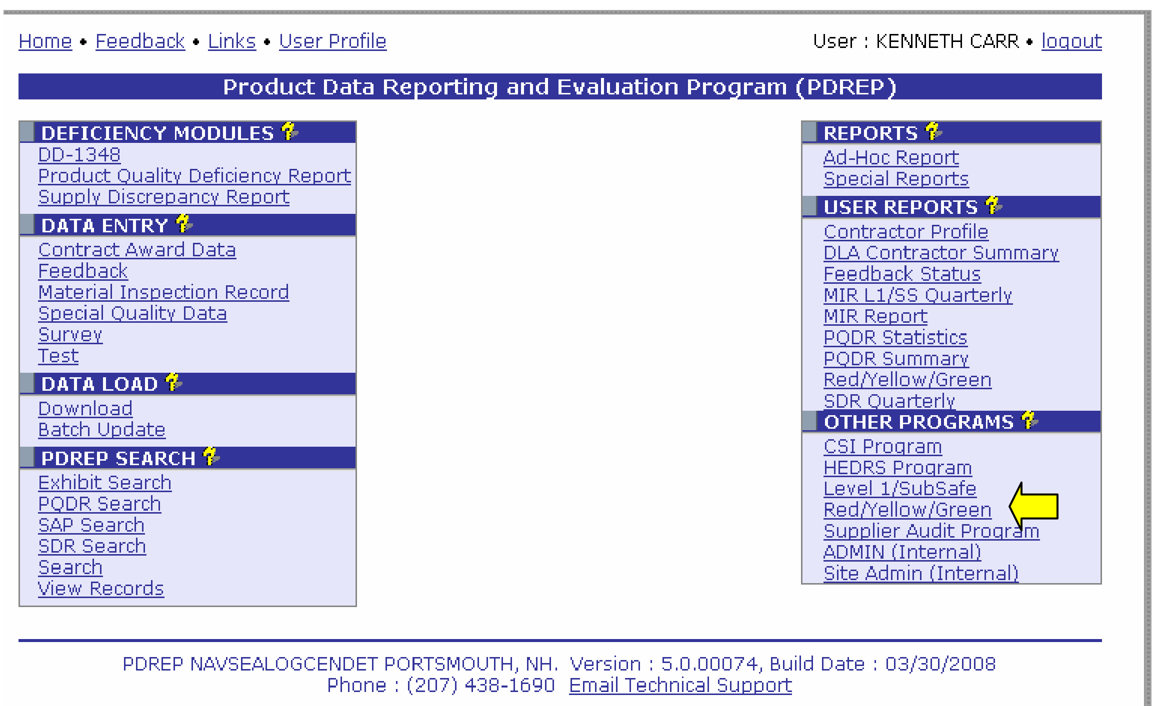


Fig 6

Adding SAP Records

To add new record, click on **Add Record.** (Fig 7)

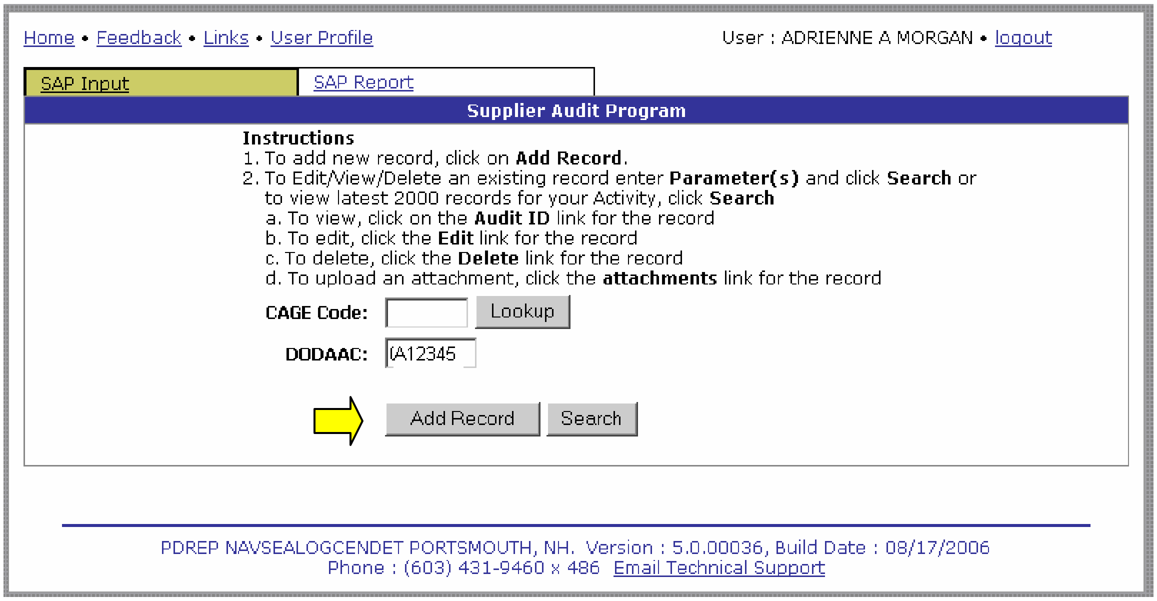


Fig 7

Supplier Audit Program - Add/Edit page (Fig 7a, b, c) will appear.

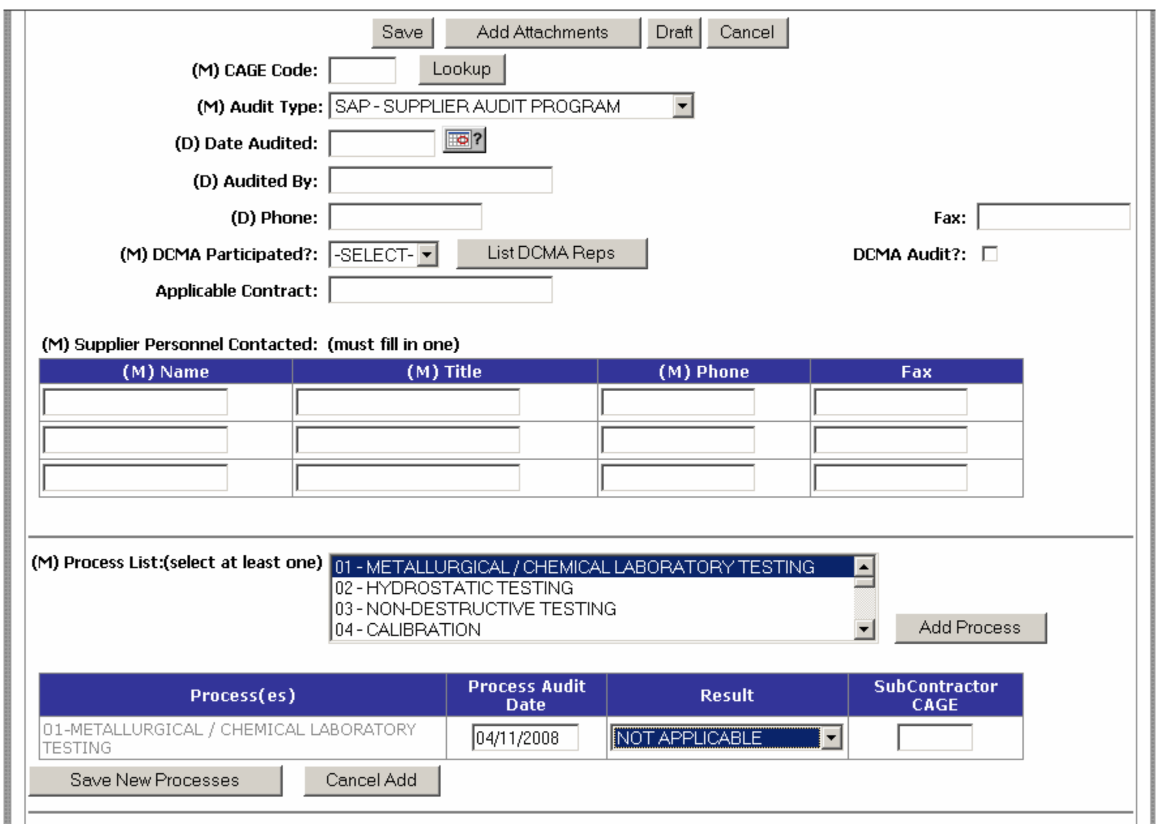
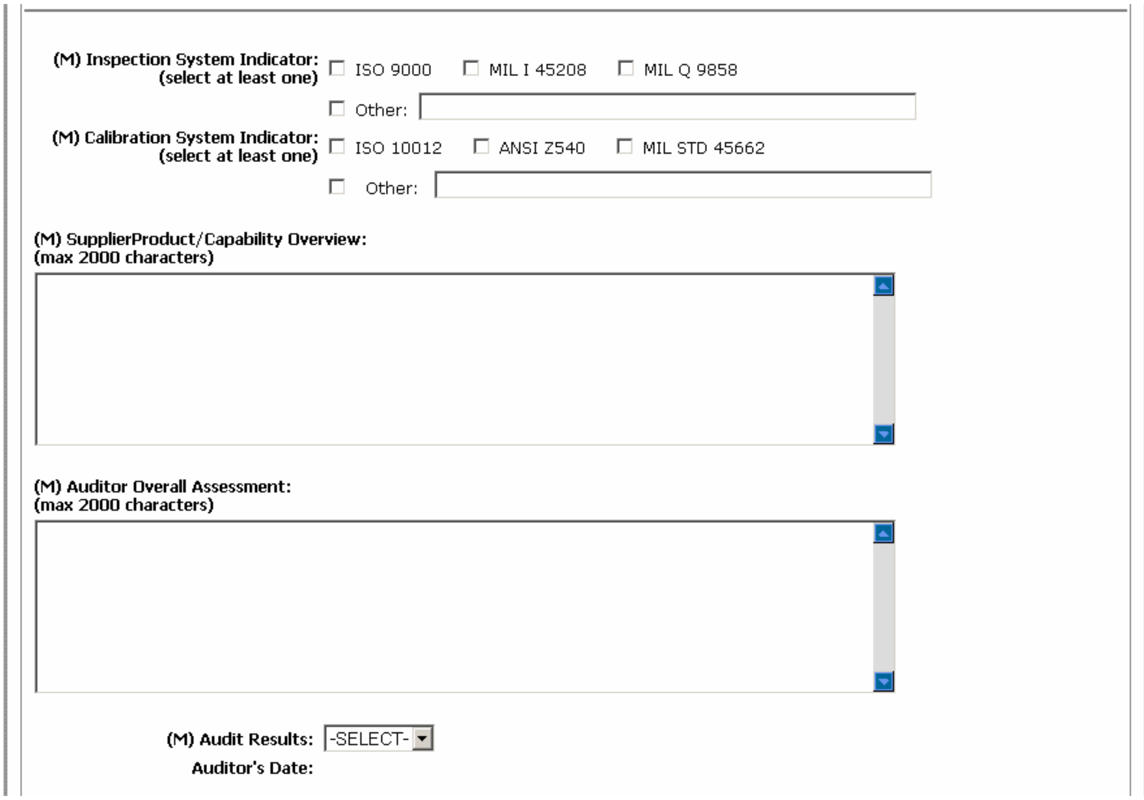


Fig. 7a



(M) Inspection System Indicator: (select at least one) ☐ ISO 9000 ☐ MIL I 45208 ☐ MIL Q 9858

☐ Other:

(M) Calibration System Indicator: (select at least one) ☐ ISO 10012 ☐ ANSI Z540 ☐ MIL STD 45662

☐ Other:

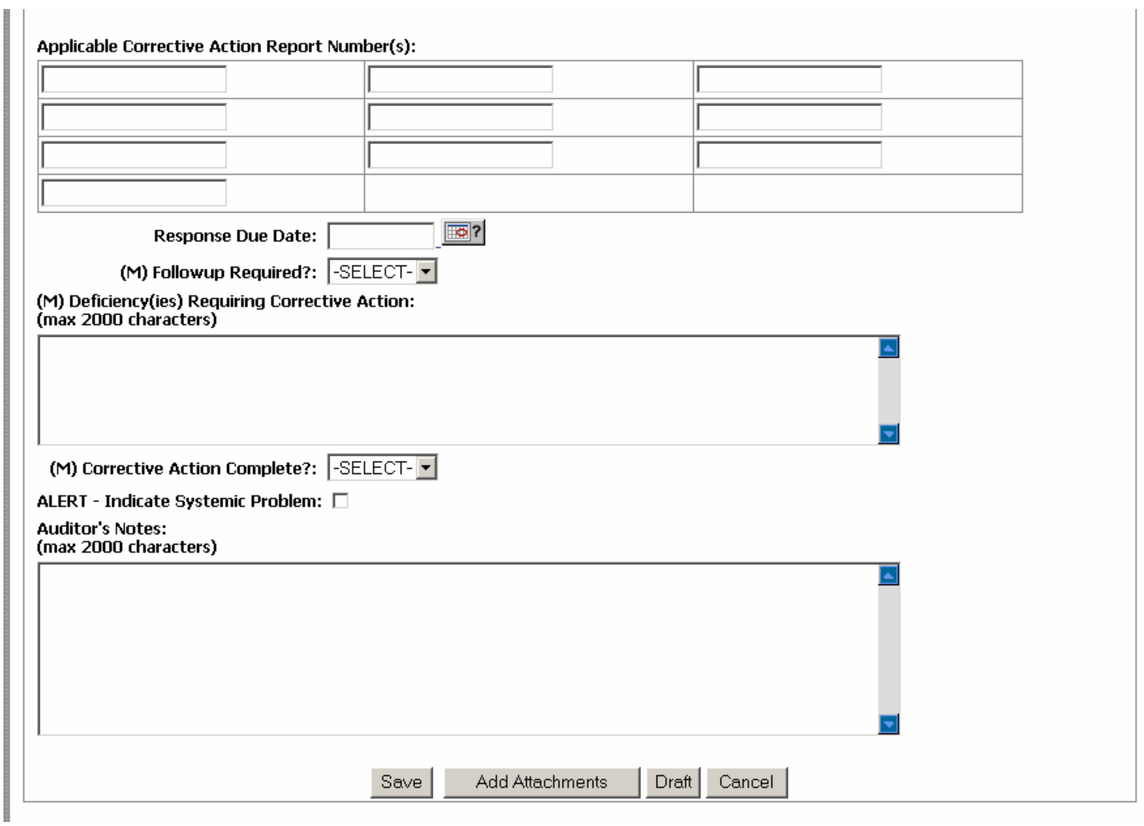
(M) SupplierProduct/Capability Overview:
(max 2000 characters)

(M) Auditor Overall Assessment:
(max 2000 characters)

(M) Audit Results: -SELECT-

Auditor's Date:

Fig. 7b



Applicable Corrective Action Report Number(s):

Response Due Date:

(M) Followup Required?: -SELECT-

(M) Deficiency(ies) Requiring Corrective Action:
(max 2000 characters)

(M) Corrective Action Complete?: -SELECT-

ALERT - Indicate Systemic Problem: ☐

Auditor's Notes:
(max 2000 characters)

Save | Add Attachments | Draft | Cancel

Fig. 7c

Save a Completed Audit:

1. Enter/modify all the (**M**) mandatory field(s)
2. Enter/modify additional information if available
3. Click **Save** (Fig 7a)
4. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
5. To cancel the process, click **Cancel** (Fig 7a)

Fields with “(**M**)” are mandatory and must be filled in to save a completed Audit record. A thorough check of the mandatory fields is performed when the **Save** button is clicked.

Save an Audit as a Draft:

To save an audit as a draft, click the **Draft** button at any time. Clicking **Draft** (see Fig 7c) marks the record as a draft and saves all the data on the page without a complete check of the mandatory fields on the page. The following fields are required to save an audit as a draft:

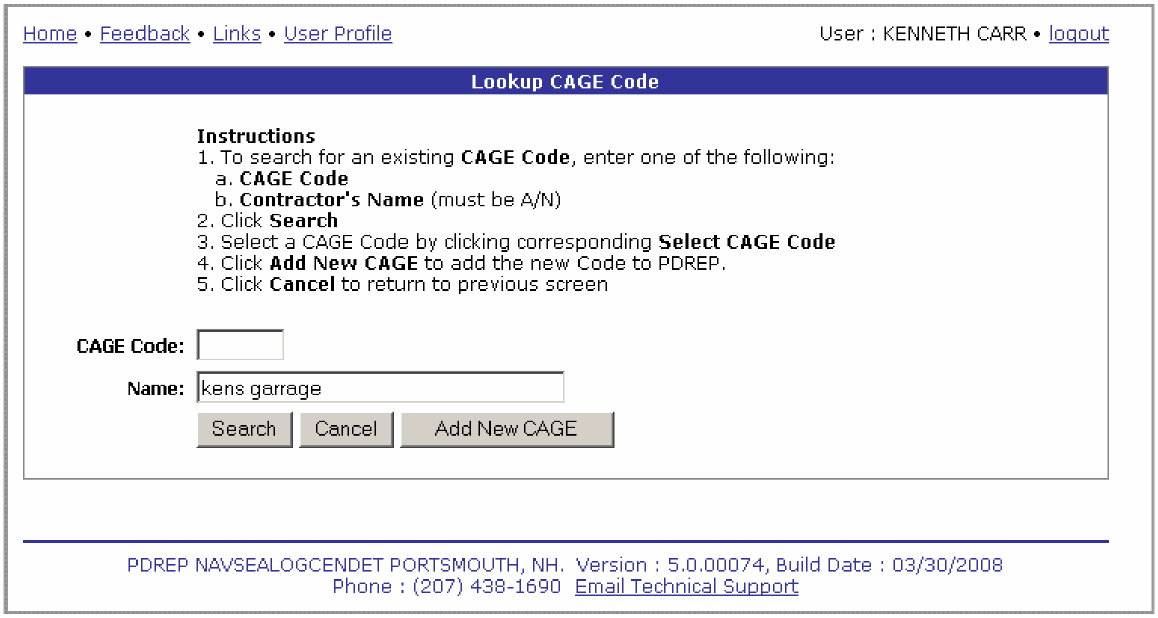
- CAGE Code
- Date audited
- Audited
- Phone

Save a Process to an audit:

1. Select a process from the Process List drop down by clicking on the process, it will then be highlighted.
2. Click **Add Process** (Fig 7a). This adds the process to the audit record.
3. Select **Pending, Not Applicable, Subcontracted out,** or one of the other selections (Fig 7a) from the **Result** dropdown box.
4. Click **Save New Process**.
5. Click **Draft** save as a draft audit or **the Save** button (Fig 7a) to save the Audit record.

Adding a Subcontractor CAGE to a Process:
To save a "Subcontractor CAGE" to a new Process:

1. Click **Add Process** (Fig 7a)
2. Enter a Result and Audit Date.
3. Enter a known CAGE or use the **Lookup** button next to the Subcontractor CAGE field to find a CAGE or create a PDREP local CAGE.
   - The Lookup feature allows **Search** based on partial company name or CAGE (Fig 6d and e)
   - Choosing **Select CAGE** will auto fill the Subcontractor CAGE code
   - Users may create a new local CAGE used only within PDREP to identify subcontractors who may not have a CAGE by clicking the **Add New CAGE** button (Fig 7d and 7e). It is recommended that users search and for any preexisting local CAGEs before creating a new one.
   - Choosing **Add** auto fills the new Subcontractor CAGE code to the Process.
   - This is not a real CAGE code and is only local to PDREP.
   - Click **Save New Process**.



Home • Feedback • Links • User Profile User : KENNETH CARR • logout

Lookup CAGE Code

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

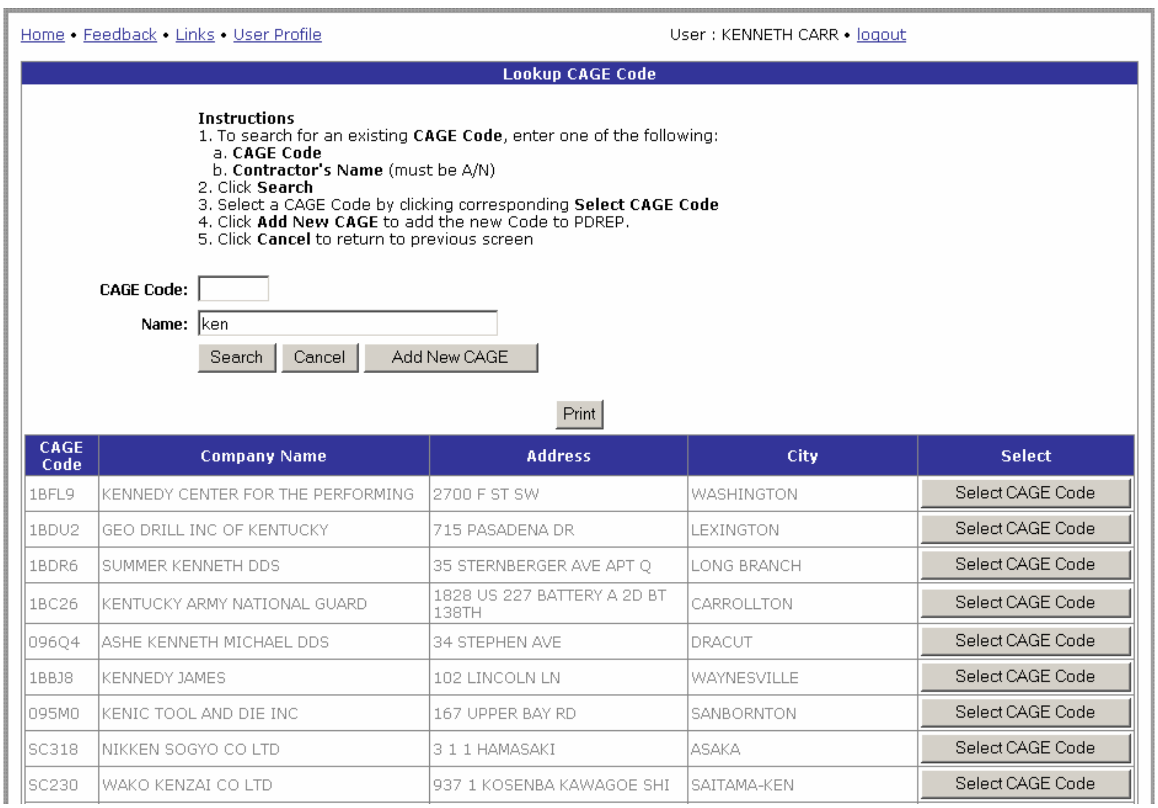
CAGE Code:

Name: kens garrage

Search Cancel Add New CAGE

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00074, Build Date : 03/30/2008
Phone : (207) 438-1690 Email Technical Support

Fig. 7c



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Lookup CAGE Code

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

CAGE Code:

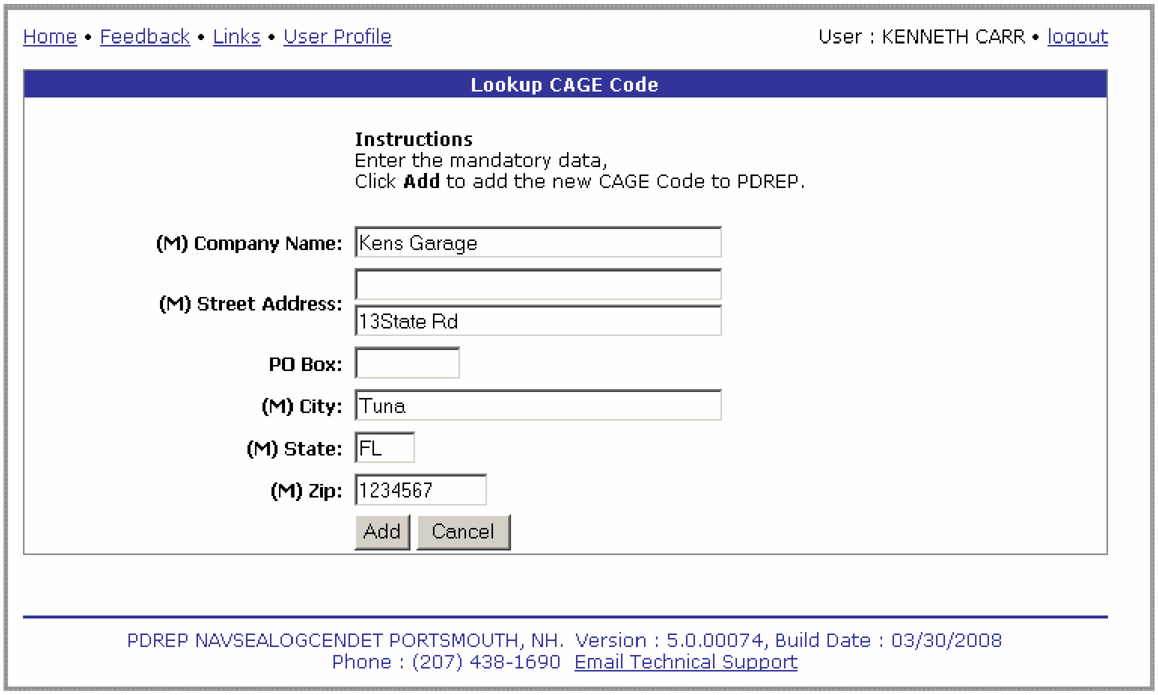
Name: ken

Search Cancel Add New CAGE

Print

CAGE Code	Company Name	Address	City	Select
1BFL9	KENNEDY CENTER FOR THE PERFORMING	2700 F ST SW	WASHINGTON	Select CAGE Code
1BDU2	GEO DRILL INC OF KENTUCKY	715 PASADENA DR	LEXINGTON	Select CAGE Code
1BDR6	SUMMER KENNETH DDS	35 STERNBERGER AVE APT Q	LONG BRANCH	Select CAGE Code
1BC26	KENTUCKY ARMY NATIONAL GUARD	1828 US 227 BATTERY A 2D BT 138TH	CARROLLTON	Select CAGE Code
096Q4	ASHE KENNETH MICHAEL DDS	34 STEPHEN AVE	DRACUT	Select CAGE Code
1BBJ8	KENNEDY JAMES	102 LINCOLN LN	WAYNESVILLE	Select CAGE Code
095M0	KENIC TOOL AND DIE INC	167 UPPER BAY RD	SANBORNTON	Select CAGE Code
SC318	NIKKEN SOGYO CO LTD	3 1 1 HAMASAKI	ASAKA	Select CAGE Code
SC230	WAKO KENZAI CO LTD	937 1 KOSENBA KAWAGOE SHI	SAITAMA-KEN	Select CAGE Code

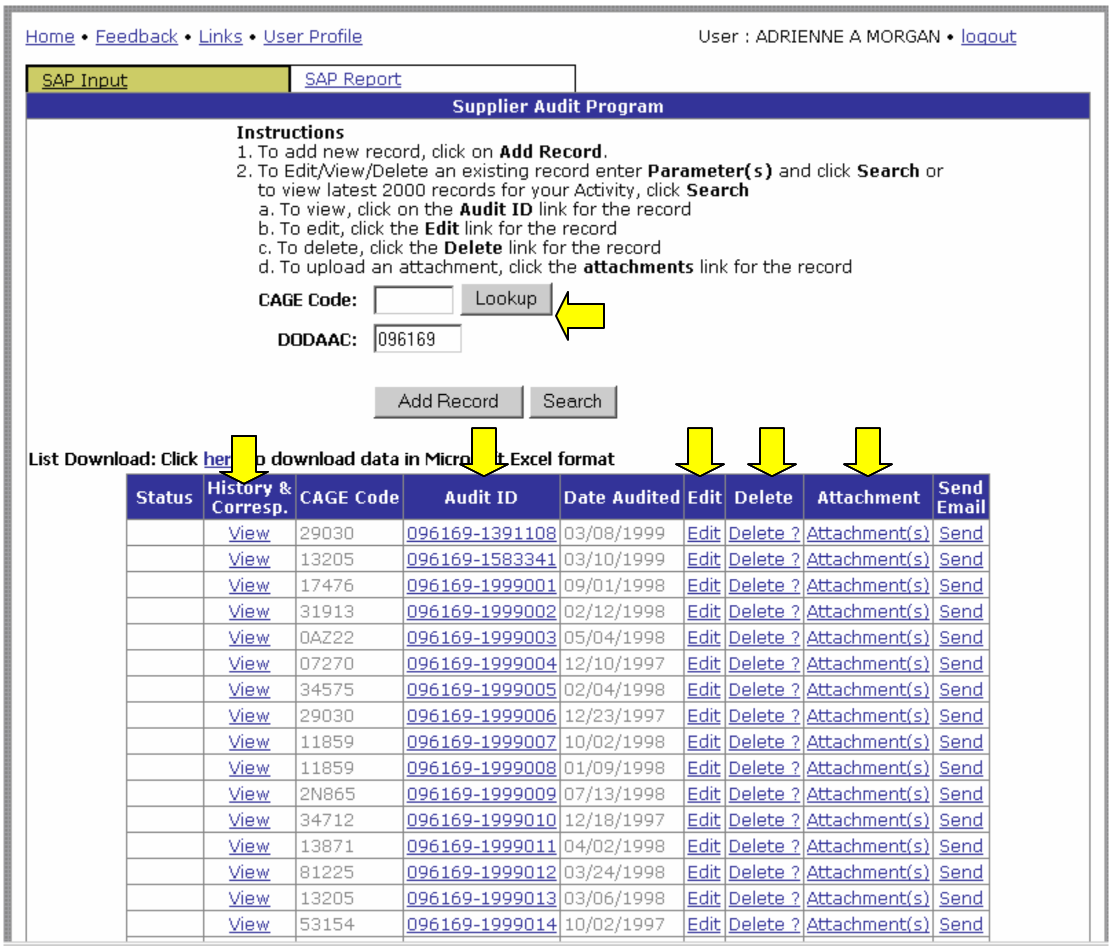
Fig. 7d


Home • Feedback • Links • User Profile
User : KENNETH CARR • logout
Lookup CAGE Code
Instructions
Enter the mandatory data,
Click Add to add the new CAGE Code to PDREP.
(M) Company Name:
Kens Garage
(M) Street Address:
13State Rd
PO Box:
(M) City:
Tuna
(M) State:
FL
(M) Zip:
1234567
Add
Cancel
PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00074, Build Date : 03/30/2008
Phone : (207) 438-1690 Email Technical Support
Fig. 7e

Editing, Deleting, or Viewing SAP Records

You can view previously entered records by searching on the DODAAC or cage code. If you don't know a cage code you can use the **Lookup** button to find one. Enter cage code and DODAAC for your record and hit the "search" button or hit Search to view latest 2000 records for your Activity. See (fig 8).

- To edit, click the **Edit** link for the record. Use the directions for Adding SAP Records to complete any incomplete or change any data fields.
- To delete an entire Audit, click the **Delete** link for the record.
- To view history of an SAP record click on **View.**
- To view the SAP record, without edit capability, click on the **Audit ID** link



(Fig 8)

Adding Attachments

To upload an attachment, click the **Add Attachment**. (Fig 9) on the **Add/Edit** page or click **Attachment(s)** (Fig 8) from the search results list.

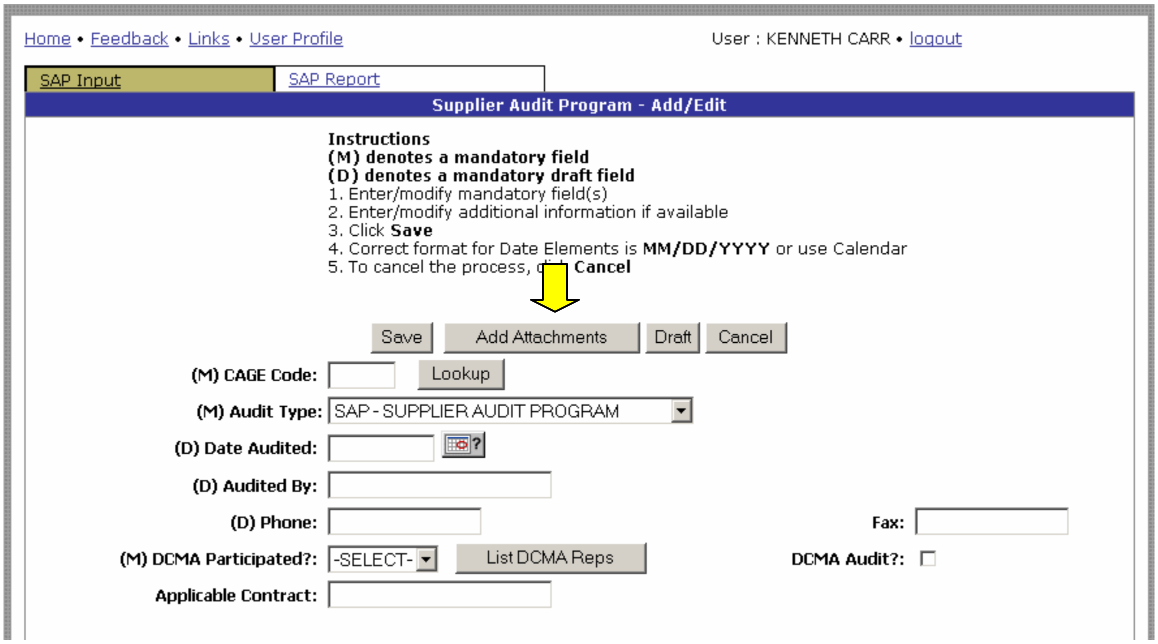


Fig 9

Upload Attachment Listing screen will appear. The record you are attaching to will be confirmed in the **Key Info**, if correct click **Add Attachment** (Fig 9a)

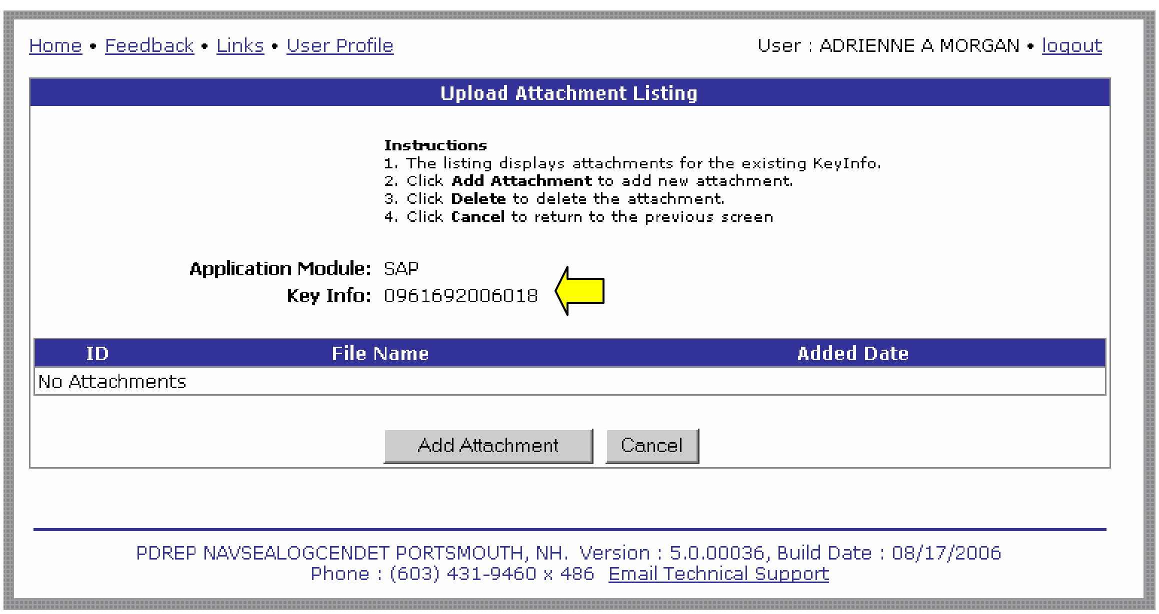


Fig 9a

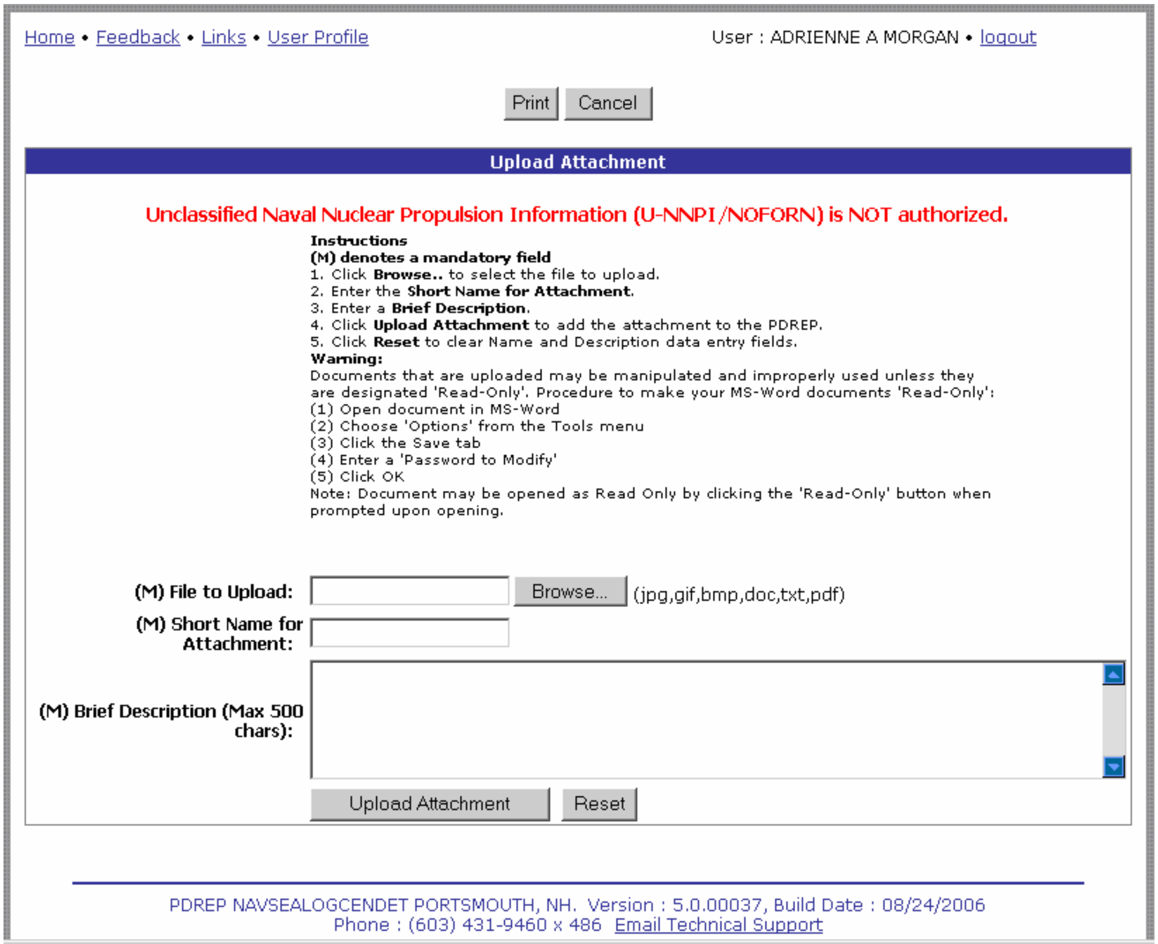


Fig 9b

Click **Browse** to select the file to upload (Fig 9b).
Enter the **Short Name for Attachment**.
Enter a **Brief Description**.
Click **Upload Attachment** to add the attachment to the PDREP.
Click **Reset** to clear Name and Description data entry fields.

Warning:
Documents that are uploaded may be manipulated and improperly used unless they are designated 'Read-Only'. Procedure to make your MS-Word documents 'Read-Only'
(1) Open document in MS-Word
(2) Choose 'Options' from the Tools menu
(3) Click the Save tab
(4) Enter a 'Password to Modify'
(5) Click OK
Note: Document may be opened as 'Read Only' by clicking the 'Read-Only' button when prompted upon opening.

Generating SAP Reports

Select the **SAP Report** tab (Fig. 10)**.**

To show all audits planned in the future, select **Show Pending Audits Only.**
Enter or select from calendar the **Start** and **End** Dates. (Correct format for date fields is **MM/DD/YYYY)**
Information provided in the Audit Results and Process Results blocks is ignored.

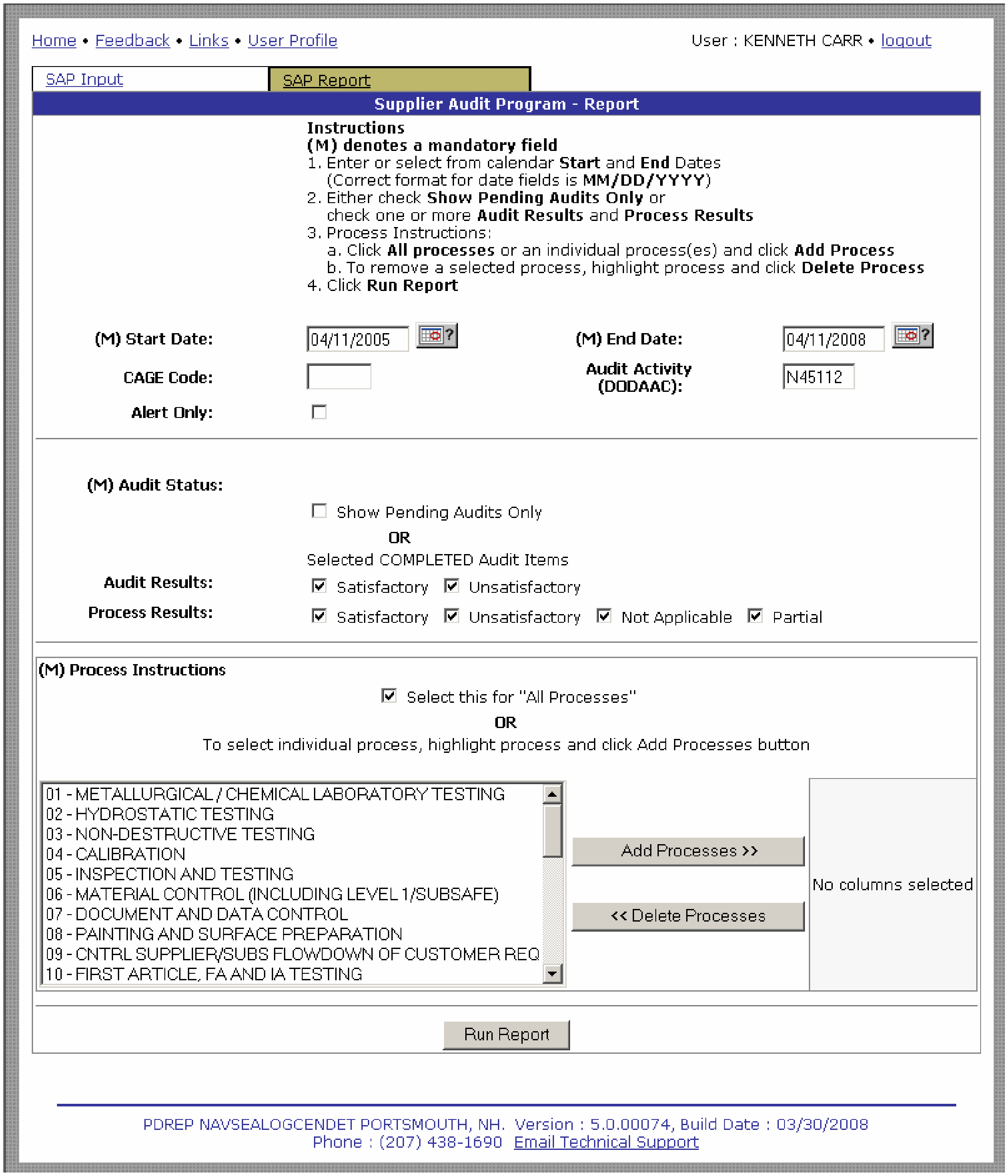


Fig 10

Select the individual processes or the **All Processes** key. *At least one Audit Process must be selected to run the report.*
Click **Run Report** at the bottom of the page. The system will supply and pending audits based on the CAGE, Lead Activity or both (if entered).

Run report on complete audits.
Enter or select from calendar **Start** and **End** Dates. (Correct format for date fields is **MM/DD/YYYY**).
Check one or more **Audit Results** and **Process Results.**
Click **All Processes** or an individual process(es) and click **Add Process**. To remove a selected process, highlight the process and click **Delete Process**.
Click **Run Report**

The **Alert Only** check box will filter out all records except those that are actually audits input as alerts.