# Product Data Reporting and Evaluation Program (PDREP)

# Material Inspection Record (MIR) Application

**User Guide**
**September 2016**

# Table of Contents

*Hold "CTRL" key and click on paragraph to follow link

## FOREWORD

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Its purpose is to assist users with the Product Data Reporting and Evaluation Program (PDREP) Material Inspection Record (MIR) application functionalities only. The PDREP MIR is designed to work in concert with existing Navy policy and processes for reporting technical receipt inspection. Proper use of the PDREP application should facilitate compliance with Navy MIR and technical receipt inspection reporting policy.

REFERENCES:

a) SECNAV INSTRUCTION 4855.3

b) NAVSO MANUAL P-3683C

c) NAVSEA 0948-LP-045-7010

# INTRODUCTION

This document is intended to guide DoD personnel in the use of the Material Inspection Record (MIR) application in PDREP.

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

First time PDREP users will need to submit a User Access Request, on the PDREP home page. Click on User Access Request to submit the request. Follow the directions on the following pages to submit the request for access to PDREP.

Requests for changes or improvement to any of the PDREP applications or NSLC Detachment Portsmouth home page should be submitted to:

**Online in the PDREP Application**
If you're already a PDREP User, log on to PDREP: https://www.pdrep.csd.disa.mil/
Click on the Submit Feedback link at the top of the home page. The Customer Service Request (Feedback) form will open. Instructions for completion are located at the top of the page.

**Customer Support Desk**
Commercial Phone: (207) 438-1690 / DSN 684-1690
FAX: (207) 438-6535, DSN 684-6535

**Mailing Address**
Naval Sea Logistics Center Portsmouth
Bldg. 153, 2nd Floor Portsmouth Naval Shipyard
Kittery, Maine 03804
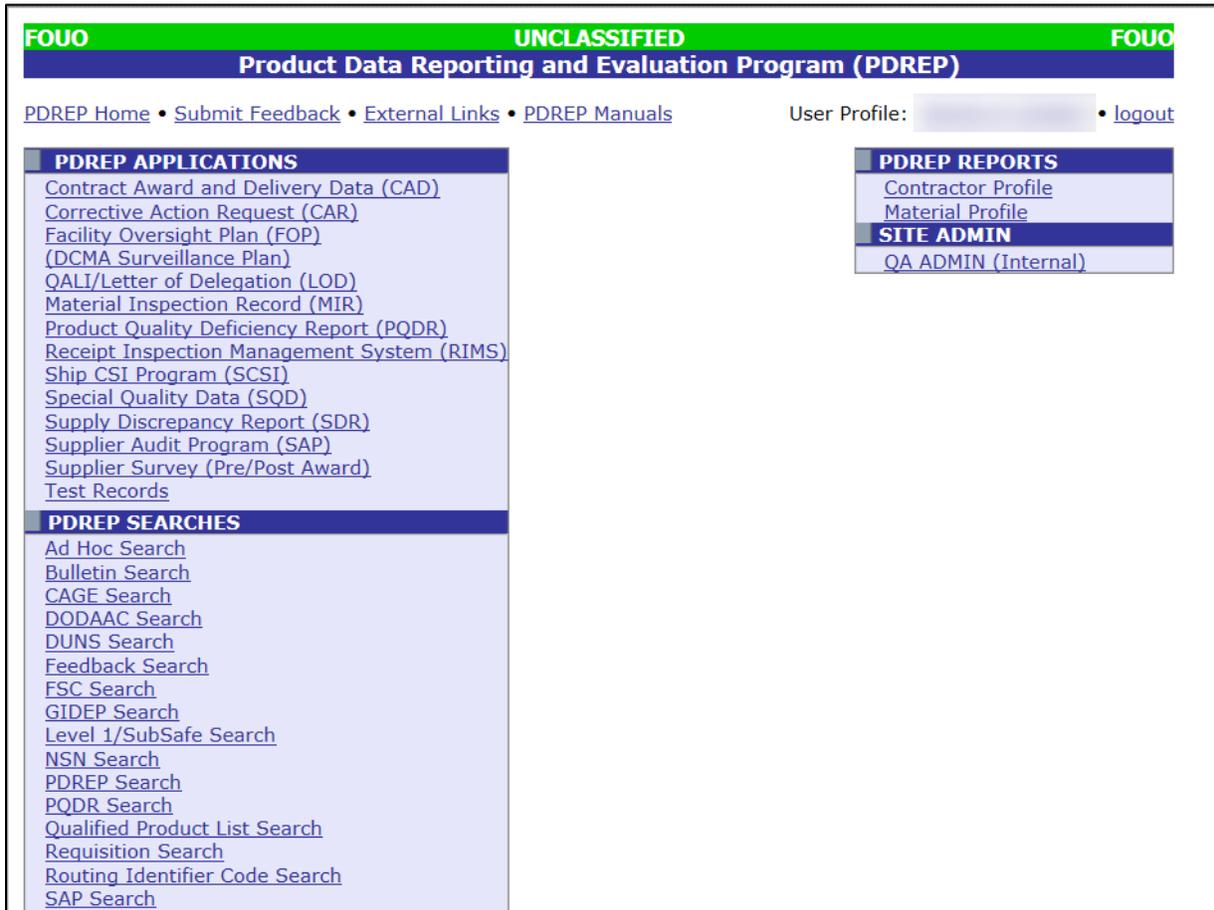
# 1 ACCESSING THE MIR MODULE



Figure 1.1

a. After logging into PDREP, under "PDREP APPLICATIONS" click on the "*Material Inspection Record*" link as shown in Figure 1.1 above. You will then be directed to the MIR main screen shown below in Figure 1.2.

| MIR Search | Create New MIR | MIR L1/SS Quarterly | MIR Report | MIR Specification |

**Material Inspection Record**

**Instructions**
1. To add a new record, click on **Add Record**
2. To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search** or
   a. To view, click on the **Record** link
   b. To edit, click the **Edit** link for the record
   c. To delete, click the **Delete** link for the record

**Reporting Activity:**

**Serial Number:**

**CAGE Code:**

**Start(Added Date):** 07/14/2015

**End(Added Date):** 07/14/2016

Search

Figure 1.2

b. The basic functions from this web page are:

1. Creating a new MIR

2. Searching, viewing and editing existing MIRs

3. Producing MIR Reports

# 2 CREATING A MATERIAL INSPECTION RECORD

a. To create a new Material Inspection Record, click the "*Create New MIR*" tab on the MIR main screen shown in Figure 1.1.  You will then be directed to the screen shown in Figure 2.1 below.

**Create New MIR**

**Instructions**
**(M) denotes a mandatory field**
1. Enter DODAAC and Serial Number.
2. You may optionally enter FSC and/or NIIN.
3. To add a DoD Unique Item Identifier (UII) manually, enter the UII into
the field, and then click the **Add UII** button.
4. To add a UII using a scanner, click **Scan Barcodes**, and then
immediately scan the 2D barcode.
5. Click **Create New MIR** to create MIR

**MIR information if using same serialization:**
**Last Used RCN by BVERN : N39040-19283746**
**Last Used RCN for Activity N39040 : N39040-T1000328**

**(M) DODAAC:**      **(M) Serial Number:**
**(M) RCN:**

**Requisition Number:**

**FSC:**      **NIIN:**

**DoD Unique Item Identifier:**   ⦿ Manual Entry   ○ Scan Barcodes

[ Add UII ]

[ Create New MIR ]

**Figure 2.1**

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

b. Assign a **Serial Number** and complete any fields for which information is available. Information about the latest MIR serial numbers used is displayed to give the user guidance on the next serial number to choose. If a serial number is entered that already exists in the system, the user will be prompted by an error message.

c. Click the **Create New MIR** button.

The "*Material Inspection Record – Add/Edit*" page displays (Figure 2.2 and Figure 2.3 shown below). Any fields entered on the *"Create New MIR"* tab will automatically populate to this screen.

**Material Inspection Record - Add/Edit**

**Instructions**
**(M) denotes a mandatory field**
1. Enter mandatory fields
2. If rejected lot, enter (CM) conditionally mandatory fields
3. Enter optional fields, if information is known
4. Correct format for date elements is **MM/DD/YYYY** or use calendar
5. To add a DoD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the **Add UII** button.
6. To add a UII using a scanner, click **Scan Barcodes**, and then immediately scan the 2D barcode.
7. Complete **Inspection Attribute** information in the grid provided, or click **Add Inspection Attributes**
8. To remove Attribute(s), check appropriate box(s) and click **Delete**
9. To add **Heat Number(s)** type in and click **Add Heat**, repeat if necessary
10. To remove **Heat Number(s)**, highlight a Heat Number and click **Remove Heat**, repeat if necessary
11. To save the record, click **Save**
12. To cancel the process or go back to previous page, click **Cancel**

| Add/View Attachments | Save | Cancel |

**(M) Reporting Activity:** ▮▮▮▮  **(M) Serial Number:** 19283747  **Low Serial Number:**

**(M) Material Level Code:** <SELECT> ▾

**(M) Inspection Completion Date:** [ ] 🔳?

**(M) Contractor CAGE Code:** [ ] Lookup CAGE

**Contract Number:** [ ]

[WSIT Info] [NSN Info]

**NSN: COG** [ ] **(M) FSC** [ ] **NIIN** [ ] **SMIC** [ ]

**(M) Product Description:** [ ]

**(M) Contract Units Received:** [ ]

**(M) Inspection Lot Size:** [ ]

**(M) Production Units Defective:** [ ]

**(M) Dollar Value Received:** [ ]

**(M) Dollar Value Defective:** [ ]

**(M) Inspecting DCMA:** No ▾

**(CM) Defective Material Report No:** [ ]

**(M) Reject Indicator:** No ▾

**Figure 2.2**

**Figure 2.3**

   d.   Follow the instructions on the screen.  Complete as many fields as possible when the appropriate information is available.  Field descriptions are listed below.  Information in parentheses following each field description identifies the maximum amount of characters the PDREP database will accept.  (M) denotes a mandatory field, and (CM) denotes a conditionally mandatory field.

- **(M) Reporting Activity**:  INPUT– The DoDAAC of the activity where the MIR originated. (6 spaces alphanumeric).

- **(M) Serial Number**:  INPUT– The high eight-digit serial number assigned to the lot.
   No two MIRs shall have the same serial number.  (8 spaces alphanumeric).

- **Low Serial Number**: INPUT– The low serial number assigned to the lot covered by one MIR document. The resulting serial number range can be used when verifying Level 1/SubSafe material. (3 spaces numeric).

- **(M) Material Level Code**: ACTION– The Material Level Code (also known as a QA Level). (drop down box)

- **(M) Inspection Completion Date**: INPUT– The date the MIR was reviewed and completed for release by supervisor. (10 spaces MM/DD/YYYY, or select from calendar tool).

- **(M) Contractor CAGE Code**: INPUT– The prime Commercial And Government Entity (CAGE) code. (5 spaces alphanumeric).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- **(M) Inspection Attributes**: ACTION – Select inspection attributes as listed on the MIR. At

least one inspection attribute must be selected for it to be an accepted MIR. PDREP allows duplicate inspection attributes only when the inspection types are different.

| Add New Inspection Attribute | |
|---|---|
| -SELECT- | Add New Attribute |

**Figure 2.4**

1. To Add an Inspection Attribute, select an attribute from the drop down box and click the **Add New Attribute** button (Figure 2.4).

2. Enter the required attribute data shown in Figure 2.5 below and click the **Save Attribute** button to add the attribute.

| MIR Inspection Attributes | | | | | |
|---|---|---|---|---|---|
| (M) Inspection Attribute | (M) Units Insp | (M) Insp Type | (M) No. of Defects | (CM) Defect Class | Delete |
| (2) DAMAGE | 1000 | D | 1000 | MINOR | ☐ |

| Add New Inspection Attribute | | | | |
|---|---|---|---|---|
| (1) DOCUMENTATION | | | Add New Attribute | |
| (M) Units Insp | (M) Insp Type | | (M) No. of Defects | (CM) Defect Class |
| | -SELECT- | | | |
| | Save Attribute    Cancel | | | |

**Figure 2.5**

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

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

  - D - Accepted based on "DCMA" inspection.

  - P – Inspection and/or test for the attribute was actually "Performed" by the government inspector.

  - R – "Reduced" inspection.

  - V – CTR Inspection and/or test "Verified". Accepted based on the inspector's Verification of the vendor's software package.

  - W – CTR Inspection and/or test "Witnessed". Government

inspector "Witnessed" the contractor's test and/or inspection for this attribute.

- **(M) No. (Number) of Defects**:  INPUT – The number of defects found during the inspection for the attribute. Enter "0" if no defects were found for the attribute inspected. Number of defects cannot be greater than units inspected for that attribute. (6 spaces numeric)

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

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

  - Major:  major defect is a defect, other than critical, that is likely to result in failure, or to reduce materially the usability of that unit of product for its intended purpose.

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

3. Click the **Cancel** button to exit this function.

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

- **Requisition Number**:  INPUT– Enter the requisition number used to order the material from the stock system.

- **DoD Unique Item Identifier (UII)**:  INPUT– Select **Scan Barcodes** to scan 2D barcodes that contain the materials UII data.  You may also manually enter the UII in the field provided. Then click the **Add UII** button.

- **Certifying Activity Designator (CAD)**:  ACTION – Select Certifying Activity Designator (CAD) assigned by SEA 07Q to activities that can certify Level 1, SUBSAFE, or TARGET material. (drop down box).

- **Material Designator**: INPUT– For Level 1/SubSafe (L1/SS) certified material, enter the

Material Identification Code (MIC) material designator exactly as provided in the latest version of NAVSEA 0948-LP-045-7010, Vol. 2. (3 spaces alpha).

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

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

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

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

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

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

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

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

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

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

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

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

    f. To add documents or view attached documents, click the **Add/View Attachments** button at the bottom of the page to proceed to the "*Upload Attachment Listing*" page. Follow the instructions at the top page to add or view attachments.

g.  Click the **Save** button on the *"Material Inspection Record – Add/Edit"* page to save the entire MIR record.  If there are any errors a warning will display at the top of the page.  A confirmation of a successful save will be displayed (see Figure 2.6).
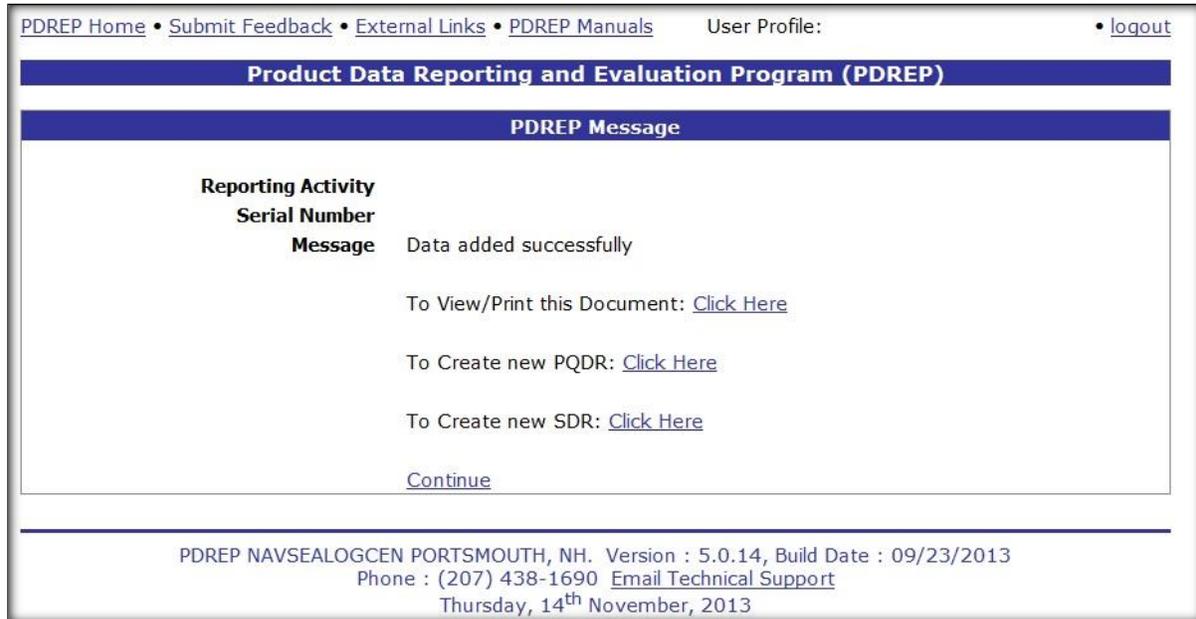


**Figure 2.6**

h.  To create a PQDR or SDR from the saved MIR you may click the "*To Create new PQDR: Click Here*" link or click the "*To Create new SDR: Click Here*" link.  To return to the MIR main screen click the "*Continue*" link.  You can also view and print a copy of the MIR using the "*To View/Print this Document: Click Here*" link.

Note:  Creating a PQDR or SDR from a MIR will save time as many fields that were entered into the MIR will be translated to the PQDR or SDR.  Please refer to the PQDR and SDR user guides found on the PDREP website link below:

https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm

15

# 3    SEARCH, VIEW, OR EDIT EXISTING MIRS

To edit or view an existing MIR record in PDREP, first click the *"MIR Search"* tab on the MIR main screen (see Figure 3.1).  Follow the steps below to search for existing MIRs.



| MIR Search | Create New MIR | MIR L1/SS Quarterly | MIR Report | MIR Specification |

**Material Inspection Record**

**Instructions**
1. To add a new record, click on **Add Record**
2. To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search** or
   a. To view, click on the **Record** link
   b. To edit, click the **Edit** link for the record
   c. To delete, click the **Delete** link for the record

**Reporting Activity:** [                    ]
**Serial Number:** [                    ]
**CAGE Code:** [                    ]
**Start(Added Date):** [07/27/2015]
**End(Added Date):** [07/27/2016]

[ Search ]

**Figure 3.1**

a.  Enter a **Reporting Activity** (DoDAAC), **Serial Number**, and/or **CAGE Code**.

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

c.  Click the **Search** button

d.  A list of MIRs will appear below the search criteria entered (see Figure 3.2).

**Figure 3.2**

e. If the user has edit privileges for the desired record, an "*Edit*" link will be present on the resultant list. Click the "*Edit*" link to navigate to the desired *"Material Inspection Record - Add/Edit"* page (Figure 2.2 and Figure 2.3). Editing the record uses the same procedures as described in Section 2 of this guide. Click the **Print** button to print a copy of the display or Click the **Cancel** button to return to the previous screen.

f. From the search results shown in Figure 3.2, the user may be able to delete a MIR if their access privileges permit this. This is done by selecting the "*Delete*" link for the record.

g. To view a record, click the link *"Activity – Serial Number – Low Serial Number"* column (see Figure 3.3 below). To print the record, click the **Print** button near the top of the screen. Click **Back** to return back to the previous search screen.

## Product Data Reporting and Evaluation Program (PDREP)

PDREP Home • Submit Feedback • External Links • PDREP Manuals      User Profile: ▓▓▓▓▓▓▓ • logout

[ Print ]  [ Back ]

### Material Inspection Record - View
**Date: 07/27/2016**

| | |
|---|---|
| **Reporting Activity:** ▓▓▓ | **Material Specification:** |
| **Serial Number:** ▓▓▓ | **Fabrication Specification:** |
| **Low Serial Number:** | **Drawing Number:** |
| **Material Designator:** | **Ship Project Number:** STK PROGRAM |
| **Certifying Activity Designator:** | **Manufacture CAGE Code:** |
| **Insp. Completion Date:** 07/26/2016 | **Requisition Number:** |
| **Contractor CAGE Code:** ▓▓▓ | **Job Order Number:** |
| **NSN:** 1H - 5325 - 014767273 - X3 | **Location:** |
| **Product Description:** RING,RETAINING | **Process Instruction Number:** |
| **Contract Number:** ▓▓▓ -15-P-EX04 | **Contract Delivery Date:** |
| **Contract Units Received:** 13 | |
| **Inspection Lot Size:** 13 | **Status Code:** |
| **Dollar Value Received:** $ 3120 | **Material Level Code:** QA-C, NON-LEVEL 1 NUCLEAR |
| **Prod. Units Defective:** 0 | **PQDR RCN:** - |
| **Dollar Value Defective:** $ 0 | **Added Date:** 07/26/2016 |
| **Inspecting DCMA:** YES | **Added Activity:** TJURY |
| **Defective Mat'l Report No:** | **Update Date:** |
| **Reject Indicator:** NO | **Update Activity:** |
| **DoD Unique Item Id(s):** | |
| **Remarks:** | |

| Insp Attribute | Units Insp | Insp Type | No. of Defects | Defect Class |
|---|---|---|---|---|
| (1) DOCUMENTATION | 13 | P | 0 | |
| (6) MATERIAL VERIFICATION (CERT REVIEW) | 13 | V | 0 | |

PDREP NAVSEALOGCEN PORTSMOUTH, NH.  Version : 5.0.27, Build Date : 05/13/2016
Phone : (207) 438-1690  Email Technical Support
July 27th, 2016

**Figure 3.3**

# 4    USING THE AD-HOC QUERY GENERATOR

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

The steps below provide an example of a MIR report generated using the Ad Hoc feature in PDREP.  For more detailed information regarding the Ad Hoc feature refer to the "ADHOC Search User Guide" found at the link below.

https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm#

Example of Ad Hoc query using MIR module data:

   a.  To access the Ad Hoc query generator, click the "*Ad Hoc Search*" link under the **PDREP SEARCHES** section of the PDREP homepage.  Follow the on screen instructions to develop a query report.

   b.  Accept the Maximum Row count default or set the maximum row count to a number large enough to download the amount of data needed.  If more data is required, please contact the PDREP Customer Support Desk.

   c.  Select the **Material Inspection Records** option from the Select Data Record drop- down list.

   d.  Click the **Get Data Elements** button.

   e.  Highlight elements in the **Select Columns: Data Elements** list to specify data to include in the report.  To select more than one element, hold down the control key to choose non-contiguous elements, or the shift key to select contiguous elements within the list.  For this simple example, select data elements **Added Date**, **Serial Number**, **SMIC**, and **Reject Indicator**.

   f.  Click the **Add Columns** button, to move the highlighted elements to the **Selected Data Elements** list.

   g.  Use the Data Element list at the bottom left of the form to define "Where" criteria.  Select **Added Date** from the list and click the **Add Where** button.  Repeat for **SMIC.**

   h.  Set the **Added Date** range to the past year.  Set the **SMIC** equal to L1.

   i.  Click the **Run Query** button to execute the query, or the **Reset** button to clear the chosen parameters.  See Figure 4.1 below.

**Figure 4.1**

j.  The query displays all Data Elements in the given time frame and with **SMIC** L1.

k.  Download to MS Excel, if appropriate. It is also possible to save the Ad Hoc for future reference by clicking the **Save Ad Hoc to Profile** button. Print the Ad Hoc results by clicking the **Print** button. Return the screen shown in Figure 4.1 by clicking the **Back** button. Figure 4.2 below shows a portion of the query results.

| Ad Hoc Query Result | | | |
|---|---|---|---|

Print | Back

Save Ad Hoc to Profile

**Row Count: 3942**

**Data Download: Click here to download data in Microsoft Excel format**

| Material Inspection Records - Record | | | |
|---|---|---|---|

| Added Date | Reject Indicator | Serial Number | SMIC |
|---|---|---|---|
| 09/04/2015 | N | 15082001 | L1 |
| 09/03/2015 | N | 14300003 | L1 |
| 03/05/2015 | N | 05122032 | L1 |
| 03/19/2015 | N | 05224001 | L1 |
| 03/03/2015 | N | 05194036 | L1 |
| 02/20/2015 | N | 05288036 | L1 |
| 09/03/2015 | N | 15084001 | L1 |
| 09/03/2015 | N | 15132009 | L1 |
| 09/03/2015 | N | 15245002 | L1 |
| 09/03/2015 | N | 15232005 | L1 |
| 03/17/2015 | N | 06298035 | L1 |
| 03/20/2015 | N | 07323005 | L1 |
| 03/21/2015 | N | 08232001 | L1 |
| 03/21/2015 | N | 08252001 | L1 |
| 01/15/2015 | Y | 09104002 | L1 |
| 01/15/2015 | Y | 10116003 | L1 |
| 03/14/2015 | N | 10120003 | L1 |
| 01/15/2015 | N | 10306003 | L1 |
| 03/06/2015 | Y | 10260003 | L1 |
| 03/19/2015 | Y | 10139001 | L1 |
| 03/14/2015 | N | 11176002 | L1 |
| 01/06/2015 | N | 11171002 | L1 |
| 03/17/2015 | N | 11134002 | L1 |
| 03/14/2015 | N | 11259002 | L1 |
| 03/14/2015 | N | 11334008 | L1 |
| 03/14/2015 | N | 11259003 | L1 |

**Figure 4.2**

# 5    SUMMARY

This concludes the instruction for working with the Material Inspection Record module of the PDREP application.  The PDREP Customer Support Desk is available to answer additional questions and can be contacted as follows:

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

# 6 INSPECTION ATTRIBUTES TABLE

| CODE | LITERAL | DESCRIPTION |
|------|---------|-------------|
| 01 | DOCUMENTATION | Documents (software) pertaining to the shipment are complete in quantity and applicable to the procurement document. This is only a check to be sure that the deliverable items listed on the DD Form 1423 Contract Data Requirements List (CDRL) are received. |
| 02 | DAMAGE | Function or quality of material not impaired or degraded by damage. Do not use for shipping damage caused by carrier. |
| 03 | PRESERVATION, PACKING AND LABELING | Preservation, packaging, packing and labeling of each per the procurement document or specification. |
| 04 | VISUAL | A visual examination to be sure that material meets cleanliness or quality requirements of the procurement document or specification. **NOTE**: Record defects first noted by visual examination and later confirmed by technical inspection only under the applicable technical attribute code. |
| 05 | MATERIAL IDENTIFICATION (MARKING) | Nomenclature, numbers or symbols are affixed to the material to provide identification or traceability. The identification markings must meet the requirements of the contract or specification. For certain small items, identification markings may be applied to the material container. Examples of required markings include heat, lot, specification, grade, class, type, size, pressure rating, NDT symbols, warning plates, nameplates, decals, etc. |
| 06 | MATERIAL VERIFICATION (CERT REVIEW) | Verification of chemical, mechanical, or physical properties by review of certification results. This is a comparison of recorded data to the technical requirements of the contract or specification. When an activity actually performs material verification testing, use attributes 61 through 65 to record the test results. |
| 07 | RADIOGRAPHY | Radiography test results comply with contract or specification requirements. |
| 08 | MAGNETIC PARTICLE | Magnetic particle test results comply with the requirements of the contract or specification. |
| 09 | ULTRASONIC TEST | Ultrasonic or Eddy Current test results meet Contract or specification requirements. |
| 10 | LIQUID PENETRANT TEST | Liquid Penetrant test results comply with contract or specification requirements. |
| 11 | OPERATIONAL/ FUNCTIONAL TEST | Material meets operational or functional tests required by the contract or specification. These tests may be performed by the inspection activity or verified by review of test reports submitted by the contractor. Examples include cycle, vibration, acoustical performance (noise) or calibration tests. |

| 12 | PRESSURE TEST | Hydrostatic, air, gas, or hydraulic tests comply with contract or specification requirements. |
|----|---------------|-----------------------------------------------------------------------------------------------|
| 13 | ELECTRICAL/ELECTRONIC TEST | Insulation resistance, continuity, or electrical and electronic tests must meet the requirements of the specification or contract. |
| 14 | MISSING/WRONG/ IMPROPERLY ASSEMBLED PARTS | Material was shipped with either parts missing or wrong parts installed.  Also use this attribute to record defects such as incorrectly torqued fasteners or improperly assembled parts.  Do not use this attribute to record shortages in shipment. |
| 15 | DIMENSIONS | Measurements of material are within tolerance specifications.  Examples are length, width, height, wall thickness, bolt hole locations, thread form, etc. |
| 16 | WELDING | Welding joint detail, test specimens, weld deposit dimensional tolerances, or visual welding requirements comply with the contract or specification. |
| 17 | BRAZING | Brazed joint detail, test specimens, braze deposit dimensional tolerances, or visual brazing requirements comply with the contract or specification. |
| 18 | SOLDERING | Soldered joint detail, test specimens, solder deposit dimensional tolerances, or visual soldering requirements comply with the contract or specification. |
| 19 | FINISH | Surface finish meets the requirements of the specification, drawing or contract.  This includes micro inch smoothness of machined parts as well as uniform application of plating and finishes. |
| 20 | SHELF LIFE | Manufacture dates of items with established shelf life requirements are within the date ranges of the contract or specification.  This includes flexible hose, O-rings, resilient mounts, paints, adhesives, and similar items. |
| 21 | TECHNICAL DATA | Technical data for maintenance, repair, operation or installation of material meets the requirements of the contract or specification. |
| 22 | MERCURY FREE | Vendor complies with "Mercury Free Clause notice to Vendor" as required by the procurement document. |
| 23 | SPECIAL PROCESS PROCEDURE APPROVAL | Procedures used by the contractor for special processes have been approved as required by the contract.  This generally applies to specialized Non-Destructive Testing or production processes. |
| 24 | MANUFACTURING PROCESS | The items were manufactured or fabricated using the manufacturing process specified in the contract.  An example would be seamless versus welded pipe. |
| 25 | DESIGN EVALUATION TESTS | Shock, vacuum, salt spray, immersion, burst, impact, or endurance tests were performed as required by contract. |

| 26 | IMPLODABILITY | Any pressure housing containing a noncompensated compressible volume at a pressure below the external ambient sea pressure (at any depth down to maximum operating depth) which has the potential to collapse. Any implodable volume, which by imploding affects the safety of DSS personnel. |
|---|---|---|
| 27 | EXPLODABILITY | Any pressure housing containing a volume of gas, at a pressure above the external ambient sea pressure (at any depth) which has the potential to burst. Any explodable volume, which by exploding affects the safety of DSS personnel. |
| 28 | TOXICITY | Any nonmetallic and some metallic materials that can be exposed to a DSS breathable atmosphere shall be considered a potentially toxic material. The toxicity of these materials results from the release of volatile solvents, semi-volatile plasticizers, incompletely polymerized materials, and other vaporized compounds. |
| 29 | FLAMMABILITY | Any material that will ignite or explode from an electric spark or from heating and which, if so ignited will independently support combustion in the presence of air or any oxygen enriched atmosphere that may be encountered in the DSS under either normal or emergency conditions shall be considered a potentially flammable material. |
| 30 | WRONG ITEM SHIPPED-REJECTS ONLY | Indicates that the item received was not the item indicated by either the contract or shipping document. Issue a Report of Discrepancy (ROD) for this type of defect. |
| 31 | FLASH POINT | Determines that the flash point of both the individual paint components and the mixed coating are within ranges specified in the contract or specification. |
| 32 | APPLICATION CHARACTERISTICS | To ensure that the mixed coating can be applied correctly using the appropriate equipment. |
| 33 | CONDITION IN CONTAINER | Inspection of each individual component of the paint to assure it hasn't settled, separated, or otherwise deteriorated in the can. |
| 34 | MASS PER LITER | Weight measurement of each individual component of the paint. This attribute can apply to any density measurement as is defined in the method :> |
| 35 | COLOR | Measurement of the mixed coating color of the dry film to assure it matches the color that was ordered. |
| 36 | VISCOSITY | Measures the viscosity of the mixed coating to assure it matches the manufacturer's advertised values. |
| 37 | FINENESS OF GRIND | Measurement of fineness of dispersion of the pigment-vehicle in each of the paint's individual components to assure they match the specification. |
| 38 | POT LIFE | Verifies that the mixed coating is useable for the time period required by the contract or specification. |

| 39 | DRY TIME | Assures the mixed coating will dry within the required time period listed in the specification. |
|---|---|---|
| 40 | SAG RESISTANCE | Measures the mixed coating's ability to be applied in a manner that produces the desired thickness. |
| 41 | APPEARANCE OF DRY FILM | Visual inspection of paint as it relates to paint blistering and fisheyes. |
| 61 | QUANTITATIVE CHEMICAL ANALYSIS | Material testing performed to determine the exact concentration or constituent elements present. This precise analysis assures conformance to the chemical requirements of the material specification. |
| 62 | SEMI-QUANTITATIVE CHEMICAL ANALYSIS | Material testing performed to determine the approximate concentration of alloy characterizing elements. This alloy identification assures material identity. |
| 63 | GENERIC MATERIAL VERIFICATION | Material tested using direct and rapid analysis methods such as color tests, acid spot test, magnet, etc. These tests only identify materials by family of material. **NOTE**: If an activity performs either semi-quantitative or quantitative analysis to verify suspect generic material tests, do **not** record defects under attribute 63. Semi-quantitative or quantitative chemical analysis provides more precise results. As generic tests do not identify the constituent elements, this attribute should normally not be used for rejection of material. Confirm rejections by using semi-quantitative or quantitative analysis. |
| 64 | MECHANICAL PROPERTIES VERIFICATION | Material tested to determine mechanical properties such as strength, elongation, reduction in area, yield, hardness, etc. These types of tests assure conformance to the mechanical properties specification requirements. |
| 65 | MECHANICAL PROPERTIES INDICATOR | Material tested using hardness test values to approximate tensile strength. **NOTE**: If unsatisfactory hardness test results are confirmed by mechanical properties verification test, record the inspection under attribute 64. Do not record any entry under attribute 65. When hardness values do not directly relate to the tensile strength of the material, they should not be used for rejection. Do not reject material under attribute 65 unless hardness values are a stated requirement of the contract or specification. Whenever possible, perform mechanical properties verification tests to validate hardness results. |
| 66 | MATERIAL CLEANLINESS VERIFICATION | Material conforms to specified cleanliness requirements of the contract or specification by examination of material, packaging and certifications, as applicable. For contracts or specifications that do not reference cleanliness requirements, report material that does not meet generally acceptable commercial or industry standards for cleanliness and would require cleaning prior to use. |

| 88 | NOT APPLICABLE | NOT APPLICABLE |
| --- | --- | --- |

# 7   DATA DICTIONARY

| Column Name | Data Type | Length | Description |
| --- | --- | --- | --- |
| BATCH NUMBER | NUMBER | 6 | The batch number assigned to the file when it is loaded. |
| CAGE CODE (CONTRACTOR OR MANUFACTURER) | CHAR | 5 | Contractor and Government Entity (CAGE) Code (as found in the DLA Cataloging Handbook) of the contractor or government activity referenced in the report.  Must be a valid current CAGE code. |
| CERTIFYING ACTIVITY DESIGNATOR | VARCHAR2 | 4 | The Certifying Activity Designator (CAD) assigned by SEA 07Q to activities that can certify Level 1, SUBSAFE, or TARGET material. |
| CONTRACT DELIVERY DATE | DATE | | The date agreed to by the vendor in the contract (or its subsequent modifications) by which the material will be delivered to the customer. |
| CONTRACT NUMBER | VARCHAR2 | 13, 16 OR 17 | Unique number assigned to the contract consisting of the government activity's Department of Defense Activity Address Code (DODAAC), contract fiscal year, instrument code, contract sequence, and line item.  When the ninth position (instrument code), is A, D, or G, the four positions Call/Order Number shall supplement the thirteen-position procuring activity contract number.  Material purchased with a government credit card will use a 16 character contract number associated with the credit card number used to purchase the material. |
| CONTRACT UNITS RECEIVED | NUMBER | 6 | The number of units received expressed in the units of measure ordered on the contract (i.e. ft., lbs., bxs, etc.). |
| DEFECTIVE MATERIAL REPORT NUMBER | VARCHAR2 | 20 | Internal Defective Material Report (DMR) number for rejected lots. |
| DOLLAR VALUE DEFECTIVE | NUMBER | 7 | Whole dollar value of the units rejected based on the reported inspection. |
| DOLLAR VALUE RECEIVED | NUMBER | 7 | Whole dollar value of the inspected lot (round up or down as appropriate). |
| DRAWING NUMBER | VARCHAR2 | 25 | Drawing number on which the material was procured. |
| END DATE | DATE | | When searching MIRs. Format (XX/XX/XXXX). The date the MIR was created.  This field is the end of the date range used to search for an existing MIR. |

| | | | |
|---|---|---|---|
| FABRICATION SPECIFICATION | VARCHAR2 | 25 | Specification required by the contract for material fabrication. |
| FSC | CHAR | 4 | A four position Federal Supply Classification (FSC) Code from the FSC Indexes Cataloging Handbook. |
| HEAT NUMBER | VARCHAR2 | 20 | The unique number assigned to material identifying a common batch or pour by the activity that produced the material. |
| INSPECTING DCMA | CHAR | YES/NO | Will DCMA be inspecting the material? |
| INSPECTION COMPLETION DATE | DATE | | The date the MIR was reviewed and completed for release by the supervisor. |
| INSPECTION LOT SIZE | NUMBER | 6 | Total number of product units in the lot to which the record pertains. |
| JOB ORDER NUMBER | VARCHAR2 | 10 | The job order applicable to lot. |
| LOCATION | VARCHAR2 | 7 | The building or location where the inspection was performed. |
| LOT NUMBER | VARCHAR2 | 20 | A unique vendor identification number assigned to a lot of material.  Mandatory if known for Level I material. |
| LOW SERIAL NUMBER | NUMBER | 3 | The low serial number assigned to the lot covered by one MIR document.  The resulting serial number range is used to verify Level 1/SubSafe Material Identification Codes. |
| MATERIAL DESCRIPTION | VARCHAR2 | 50 | Brief description of the product inspected. |
| MATERIAL DESIGNATOR | NUMBER | 3 | For Level 1/SubSafe (L1/SS) certified material, enter the Material Identification Code (MIC) material designator exactly as provided in the latest version of NAVSEA 0948-LP-045-7010, Vol. 2 |
| MATERIAL LEVEL CODE | NUMBER | 2 | The Material Level Code indicates the level of essentiality. Below is the list of Codes.<br>1: QA-1, QC-22; Level 1 Non-nuclear<br>2: QA-2, QC-99, CIM<br>3: QA-3, QC-77, Non-level<br>4: QA-A; Level 1 Nuclear<br>5: QA-G; Non-Naval Nuclear Material<br>6: QA-4, QC-33; Non-Level 1 Non-nuclear<br>7: QA-C; Non-Level 1 Nuclear<br>9: QA-D, Non-Level2, Level III Nuclear (NCM)<br>10: QA-E, Non-naval Nuclear Material<br>20: Flight Critical (NAVAIR)<br>21: Not applicable" |
| MATERIAL | VARCHAR2 | 25 | Specification required by the contract for the material. |

| SPECIFICATION | | | |
|---|---|---|---|
| NIIN | CHAR | 9 | A nine-position National Item Identification Number (NIIN) of the material; component of the National Stock Number (NSN). |
| NOTES | VARCHAR2 | 15 | Notes written about the inspection. |
| NSN COG | CHAR | 2 | A two character alphanumeric code (from the Federal Supply Catalog ML Management Data List C1, Volume 2) for the activity having cognizance over the material. |
| NSN FSC | CHAR | 4 | A four position Federal Supply Classification (FSC) Code (from the FSC Indexes Cataloging Handbook, H2) for the material referenced in the report.   FSC must exist in the REFFSC table. |
| NSN NIIN | CHAR | 9 | National Item Identification Number for the item which includes the National Codification Bureau (NCB) code.  If the item is purchased locally and does not have a NIIN this would be the Local Stock Number (LSN). |
| NSN SMIC | CHAR | 2 | Navy Special Material Identification Code (SMIC) from the Federal Supply Catalog ML Management Data List C1 Vol. 2. |
| PROCESS INSTRUCTION NUMBER | VARCHAR2 | 8 | The instruction number or identification number of instruction used to inspect the lot. |
| PRODUCTION UNITS DEFECTIVE | NUMBER | 6 | Total number of units rejected based on the reported inspection. |
| RCN NUMBER | CHAR | 8 | Computer generated field.  The first six-positions are the originating DODAAC followed by two-position calendar year that is followed by a sequential four-position numeric serial number.  Each RCN is unique and present when a PQDR is originated as a result of a MIR. |
| REJECT INDICATOR | CHAR | YES/NO | Indicates whether or not the lot was rejected based on inspection findings.  "Y" if production units defective is greater than 0.  Defaults to "N" |
| REMARKS | VARCHAR2 | 1000 | Miscellaneous text. |
| REPORTING ACTIVITY / DODAAC | CHAR | 6 | The DoDAAC of the activity where the MIR originated. |
| REQUISITION NUMBER | VARCHAR2 | 14 | The requisition activity number, e.g. requisition purchase request |

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