



**Product Data Reporting and
Evaluation Program (PDREP)**

**Supplier Audit Program
(SAP)**

Valid through PDREP Version 5.0.21

19 May 2015

Revision Summary:

| Description of Changes |
|--|
| Update Figure 2.2 - To reflect update to require CAGE or DODAAC for searching |
| Update Figure 3.3 - To show Spell Check Feature |
| Update Figure 4.1, Para. 4.a - To reflect update to require CAGE or DODAAC for searching |
| Add Para. 7.1.h - added to describe changes in functionality of the Back button |
| Bold Buttons and Links |

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PREFACE

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). This user guide was prepared by Naval Sea Logistics Center Portsmouth (NSLC PTSMH) in support of a Naval Sea Systems Command (NAVSEA) HQ 04P initiative. NSLC PTSMH is always in a continuous improvement mode to enhance both the AIS and SAP instruction to meet the needs of its customers.

NAVSEA 04P maintains the Supplier Audit Program Instruction that implements the SAP. PDREPs SAP application uses those instructions as a basis for the SAP automated information systems business rules. The instruction is posted on the same web page as this document.

Please address recommended changes for the Supplier Audit Instruction to:

SEA 04P – Supplier Audit Program
Building 197 4w2140
1333 Isaac Hull Ave, SE
Washington Navy Yard, Washington DC 20376
Phone: (202) 781-1458

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

User access and login procedures can be located in the User Access Rules for PDREP. 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 PDREP applications or NSLC Portsmouth web pages should be submitted to:

Customer Support Desk

Commercial Phone: (207) 438-1690 / DSN 684-1690
FAX: (207) 438-6535, DSN 684-6535
Email: webptsmh@navy.mil

Mailing Address

Naval Sea Logistics Center Portsmouth
Bldg. 153, 2nd Floor, Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000

Online in the PDREP Application

If already a PDREP User, log into PDREP and click on "[Submit Feedback](#)" at the top of most web pages.

INTRODUCTION

The Supplier Audit Program (SAP) is a Navy software application that is accessed via the web 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, Portsmouth, NH web site, <https://www.pdrep.csd.disa.mil/pdrep/pdrep.htm>.

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.

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 used to perform supplier audits are maintained on the same web page as this document. Select applicable checklists based on the scope of the audit.

https://www.pdrep.csd.disa.mil/pdrep_files/report_tools/Supplier/process.htm

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 Support Point 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 conducting 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 personal 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 Record to the supplier.

1 ACCESSING THE SAP MODULE

a. To enter the SAP module of PDREP, click on the **SAP** link on the left side of the PDREP Main Menu (Figure 1.1). If the **SAP** link does not appear on the users PDREP Main Menu, the user should call the Customer Support Desk. Links on the PDREP Main Menu only appear if the user has been granted access to that module in their user profile. The Customer Support Desk can assist in adjusting profiles to match the user's needs.

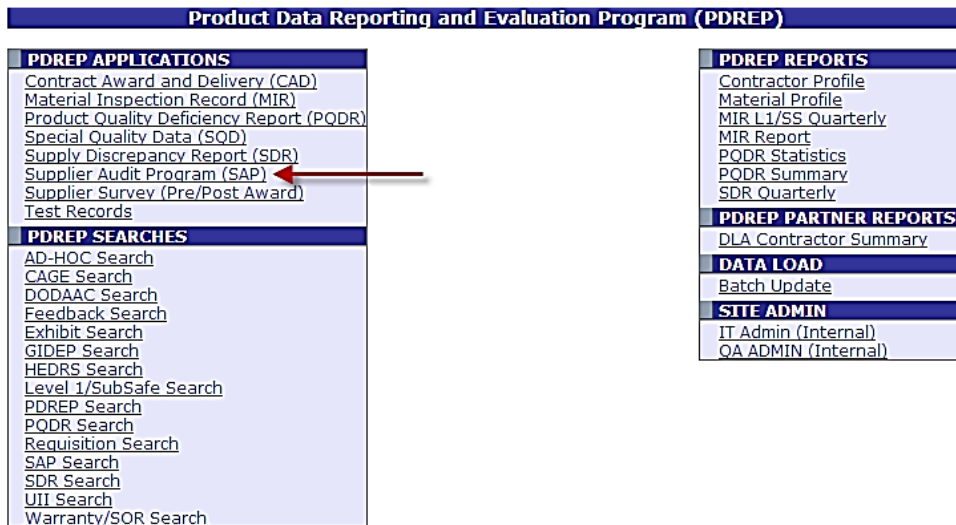


Figure 1.1

b. After Clicking the **SAP** link the SAP web page will appear (Figure 1.2).

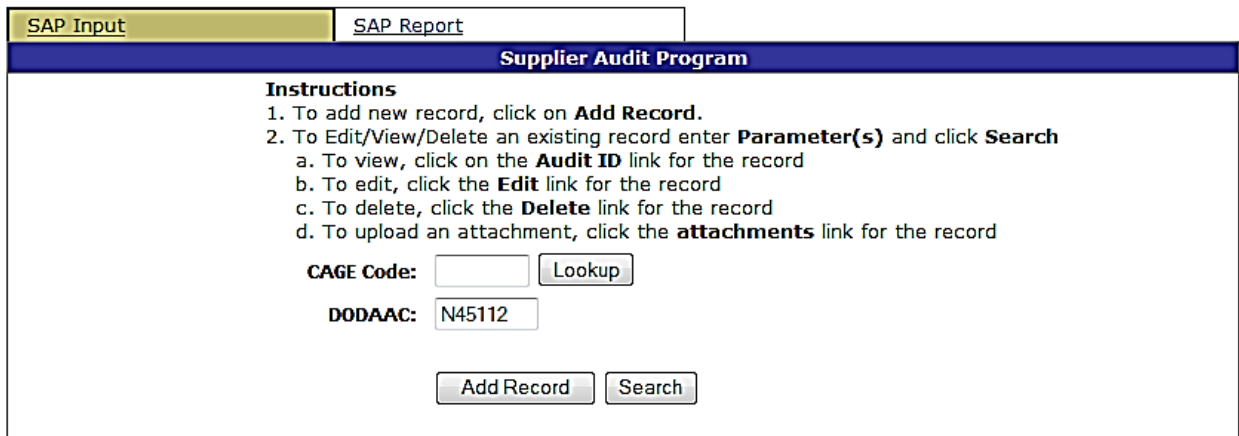


Figure 1.2

2 ADDING SAP RECORDS

- a. To add new record, click the **Add Record** button (Figure 2.1).

The screenshot shows the 'Supplier Audit Program' interface. At the top, there are two tabs: 'SAP Input' (selected) and 'SAP Report'. Below the tabs is a blue header bar with the text 'Supplier Audit Program'. The main content area contains the following instructions:

Instructions
1. To add new record, click on **Add Record**.
2. To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search** or to view latest 2000 records for your Activity, click **Search**
a. To view, click on the **Audit ID** link for the record
b. To edit, click the **Edit** link for the record
c. To delete, click the **Delete** link for the record
d. To upload an attachment, click the **attachments** link for the record

Below the instructions, there are two input fields: 'CAGE Code:' followed by an empty text box and a 'Lookup' button; and 'DODAAC:' followed by a text box containing 'TPLAND'. At the bottom, there are two buttons: 'Add Record' and 'Search'. A red arrow points to the 'Add Record' button.

Figure 2.1

1. The SAP - Add/Edit page (Figure 2.2 and Figure 2.3) will appear.
2. Clicking the **Cancel** button will close the Add-Edit page and return the user to the SAP interface (Figure 2.1) without saving any changes.

| | | | |
|--|---|--|----------------------|
| SAP Input | SAP Report | | |
| Supplier Audit Program - Add/Edit | | | |
| <p>Instructions (M) denotes a mandatory field (D) denotes a mandatory draft field 1. Enter/modify mandatory field(s) 2. Enter/modify additional information if available 3. Click Save 4. Correct format for Date Elements is MM/DD/YYYY or use Calendar 5. To cancel the process, click Cancel</p> | | | |
| <input type="button" value="Save"/> <input type="button" value="Add Attachments"/> <input type="button" value="Draft"/> <input type="button" value="Cancel"/> | | | |
| (M) CAGE Code: | <input type="text"/> <input type="button" value="Lookup"/> | | |
| (M) Audit Type: | SAP - SUPPLIER AUDIT PROGRAM <input type="button" value="v"/> | | |
| (D) Date Audited: | <input type="text"/> <input type="button" value="Calendar?"/> | | |
| (D) Audited By: | <input type="text"/> | | |
| (D) Phone: | <input type="text"/> Fax: <input type="text"/> | | |
| (M) DCMA Participated?: | -SELECT- <input type="button" value="v"/> <input type="button" value="List DCMA Reps"/> DCMA Audit?: <input type="checkbox"/> | | |
| Applicable Contract: | <input type="text"/> | | |
| (M) Supplier Personnel Contacted: (must fill in one) | | | |
| (M) Name | (M) Title | (M) Phone | Fax |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| (M) Process List:(select at least one) | | 01 - METALLURGICAL / CHEMICAL LABORATORY TESTING <input type="button" value="▲"/> 02 - HYDROSTATIC TESTING <input type="button" value="■"/> 03 - NON-DESTRUCTIVE TESTING <input type="button" value="▼"/> 04 - CALIBRATION <input type="button" value="▼"/> <input type="button" value="Add Process"/> | |
| (M) Inspection System Indicator: (select at least one) | | <input type="checkbox"/> ISO 9000 <input type="checkbox"/> MIL I 45208 <input type="checkbox"/> MIL Q 9858 <input type="checkbox"/> Other: <input type="text"/> | |
| (M) Calibration System Indicator: (select at least one) | | <input type="checkbox"/> ISO 10012 <input type="checkbox"/> ANSI Z540 <input type="checkbox"/> MIL STD 45662 <input type="checkbox"/> Other: <input type="text"/> | |
| (M) SupplierProduct/Capability Overview: (max 2000 characters) | | | |
| <input type="text"/> | | | |
| (M) Auditor Overall Assessment: (max 2000 characters) | | | |

Figure 2.2

SUPPLIER AUDIT PROGRAM (SAP)

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

(M) Audit Results: -SELECT- ▾
Auditor's Date: 06/17/2014

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:

Alert Date:

Auditor's Notes:
(max 2000 characters)

Figure 2.3

2.1 Add a CAGE to a Record

- a. To add a CAGE to a record, perform the following steps:
- b. Enter a known CAGE, use the **Lookup** button to find a CAGE, or create a PDREP local CAGE.

SAP Input | SAP Report

Supplier Audit Program - Add/Edit

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

Save Add Attachments Draft Cancel

(M) CAGE Code: **Lookup**

(M) Audit Type: SAP - SUPPLIER AUDIT PROGRAM

(D) Date Audited:

(D) Audited By:

Figure 2.4

- c. The Lookup feature allows Search based on partial company name or CAGE, or the creation of a new local CAGE (only for use in PDREP).
 1. Click the **Lookup** button next to the CAGE Code field (Figure 2.4).
 2. The Lookup CAGE Code form displays (Figure 2.5).

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:

Search Cancel Add New CAGE

Figure 2.5

3. To search for an existing CAGE:
 - A. Type in the name or CAGE code on which to base the search.
 - B. Click the **Search** button.

C. Results will display (Figure 2.6).

D. Click the **Select CAGE Code** button (Figure 2.6) to auto fill the Contractor CAGE code on the SAP – Add/Edit page (Figure 2.7).

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:

| CAGE Code | Company Name | Address | City | Select |
|-----------|--------------|---------|------|---|
| TPLAN | TEST PLAN | | | <input type="button" value="Select CAGE Code"/> |

Figure 2.6

Supplier Audit Program - Add/Edit

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

(M) CAGE Code:

(M) Audit Type:

(D) Date Audited:

Figure 2.7

Note: It is highly recommended that users search for any preexisting local CAGE that may be appropriate before creating another new local CAGE.

4. To create a PDREP local CAGE:
 - A. Users may create a new local CAGE used only within PDREP to identify subcontractors who may not have a CAGE.
 - B. Click the **Add New CAGE** button available in the Lookup CAGE Code screen (Figure 2.8).

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:

Figure 2.8

C. The following screen displays (Figure 2.9).

Lookup CAGE Code

Instructions
Enter the mandatory data,
Click **Add** to add the new CAGE Code to PDREP.

(M) Company Name:

(M) Street Address:

PO Box:

(M) City:

(M) State:

(M) Zip:

Figure 2.9

D. Enter, at minimum, the mandatory information required into the Create CAGE Code screen.

E. Click the **Add** button.

F. To cancel, click the **Cancel** button to return to the SAP – Add/Edit Page.

Note: This CAGE code is only local to PDREP.

2.2 Save Audit as Draft

To save an audit as a draft, click the **Draft** button at any time. Clicking the **Draft** button 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 By
- Phone

2.3 Indicate the participation of a DCMA Representative (Rep)

If a DCMA Rep participated in the Audit, the Rep can be identified and PDREP will auto populate the Rep's information. To select a DCMA Rep that participated, perform the following steps.

- a. Select **Yes** from the DCMA Participated dropdown list by clicking on the arrow next to now and selecting Yes (Figure 2.10). **NOTE: In order for a DCMA Rep to be selected, a CAGE code is required and it must be associated with DCMA Reps*.**
- b. Click the **List DCMA Reps** button (Figure 2.10).

The screenshot shows a form with the following elements: 'Save', 'Add Attachments', 'Draft', and 'Cancel' buttons at the top. Below are fields for '(M) CAGE Code:' with a 'Lookup' button, '(M) Audit Type:' set to 'SAP - SUPPLIER AUDIT PROGRAM', '(D) Date Audited:' with a calendar icon, '(D) Audited By:', '(D) Phone:', and 'Fax:'. The '(M) DCMA Participated?: NO' dropdown is highlighted with a red arrow. To its right is a 'List DCMA Reps' button, also highlighted with a red arrow. Below these is an 'Applicable Contract:' field.

Figure 2.10

- c. Clicking the **List DCMA Reps** button will bring up the following additional fields (Figure 2.11).

The screenshot shows a form with the following elements: 'DCMA Rep. List: -SELECT-' dropdown, 'Auto-fill DCMA Info' button, 'DCMA Rep.:', 'Phone:', and 'E-Mail:'.

Figure 2.11

- d. Select a DCMA Rep by clicking in the DCMA Rep List dropdown and clicking on a Rep. The Rep will then be entered into the DCMA Rep List field (Figure 2.12).

The screenshot shows a form with the following elements: '(M) DCMA Participated?: YES' dropdown, 'List DCMA Reps' button, 'DCMA Audit?:' checkbox, 'DCMA Rep. List: TPLAN' dropdown, 'DCMA Rep.: TPLAN' field, 'Phone:', and 'E-Mail:'. A red arrow points to the 'Auto-fill DCMA Info' button.

Figure 2.12

- e. Click the Auto-fill DCMA info to populate the DCMA Rep, Phone, and E-Mail field from existing PDREP data (Figure 2.13).

(M) DCMA Participated?: YES DCMA Audit?:

DCMA Rep. List: TPLAN ←

DCMA Rep.: TPLAN

Phone: 123-456-7891 ← E-Mail: test.plan.sap@email.com ←

Figure 2.13

Note: For DCMA Rep to show up in this field, the Rep's System Command (Syscom) must be 29, Access Level of 72, and the reference Ref. DoDAAC and User Record Act. or DoDAAC must be the Cage Code's CAO.

2.4 Save Process to Audit

- a. Select a process from the Process List drop down by clicking on the process, it will then be highlighted (Figure 2.14).

(M) Supplier Personnel Contacted: (must fill in one)

| (M) Name | (M) Title | (M) Phone | Fax |
|----------|-----------|-----------|-----|
| | | | |
| | | | |
| | | | |

(M) Process List:(select at least one)

- 01 - METALLURGICAL / CHEMICAL LABORATORY TESTING
- 02 - HYDROSTATIC TESTING
- 03 - NON-DESTRUCTIVE TESTING
- 04 - CALIBRATION

Add Process

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

Figure 2.14

- b. Click the **Add Process** button.
- c. The process table, **Save New Processes** button, and **Cancel Add** button appear (Figure 2.15).

(M) Process List:(select at least one)

- 01 - METALLURGICAL / CHEMICAL LABORATORY TESTING
- 02 - HYDROSTATIC TESTING
- 03 - NON-DESTRUCTIVE TESTING
- 04 - CALIBRATION

Add Process

| Process(es) | Process Audit Date | Result | SubContractor CAGE |
|------------------------------|--------------------|----------------|--------------------|
| 03 - NON-DESTRUCTIVE TESTING | | NOT APPLICABLE | |

Save New Processes Cancel Add

Figure 2.15

- d. Enter a Process Audit Date.
- e. Select a Result from the Result dropdown window (Figure 2.16).

| Process(es) | Process Audit Date | Result | SubContractor CAGE |
|--------------|----------------------|----------------|----------------------|
| 22 - WELDING | <input type="text"/> | NOT APPLICABLE | <input type="text"/> |

(M) Inspection System Indicator: TO SURCONTRACTED OUT MII 0 9858

NOT APPLICABLE
 PARTIAL
SATISFACTORY
 UNSATISFACTORY
 PENDING
 SURCONTRACTED OUT

Figure 2.16

- f. Enter a SubContractor CAGE if applicable.
- g. To avoid committing the process to the Audit record, click the **Cancel Add** button.
- h. To add the process to the audit record, click the **Save New Processes** button.

2.5 Save a Completed Audit:

- a. Enter/modify all the (M) mandatory field(s).
- b. Enter/modify additional information if available.
- c. Click **Save**.
- d. Correct format for Date Elements is MM/DD/YYYY or use the **Calendar** button.
- e. To cancel the process, click the **Cancel** button.

Note: 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.

3 EDITING, DELETING, OR VIEWING SAP RECORDS

Users can view previously entered records by searching by the DoDAAC or CAGE code. If the CAGE code for a company is not known, users can click the **Lookup** button to find the CAGE. (See Section 2.1.a)

- a. Enter the CAGE and/or DoDAAC for the record and click the **Search** button to view records for your Activity. A list of existing records is returned (Figure 3.1). Results can be sorted by clicking the column header once for ascending, twice for descending.

Supplier Audit Program

Instructions

1. To add new record, click on **Add Record**.
2. To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search**
 - a. To view, click on the **Audit ID** link for the record
 - b. To edit, click the **Edit** link for the record
 - c. To delete, click the **Delete** link for the record
 - d. To upload an attachment, click the **attachments** link for the record

CAGE Code:

DoDAAC:

Total number of rows: 2

List Download: [Click here](#) to download data in Microsoft Excel format

| Status | History & Corresp. | CAGE Code | Audit ID | Date Audited | Edit | Delete | Attachment | Send Email |
|--------|----------------------|-----------|----------------|--------------|----------------------|--------------------------|-------------------------------|----------------------|
| | View | TPLAN | TPLAN0-2014001 | 01/01/1980 | Edit | Delete ? | Attachment(s) | Send |
| | View | TPLAN | TPLAN0-2013001 | 01/01/1980 | Edit | Delete ? | Attachment(s) | Send |

Figure 3.1

- b. To view history of a SAP record click on the **View** link in the History and Correspondence column (Figure 3.1). The SAP History page displays (Figure 3.2).

Product Data Reporting and Evaluation Program (PDREP)

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

Audit Id: TPLAN0-2013006
 Company Name: TPLAN - TEST PLAN
 Audit Date: 01/01/1980

SAP History

Point of Contact Info for SAP:

AUDITOR: SAP MANAGER
 555-555-5555

DCMA POC:
 COMPANY POC: JOE CONTACT
 555-555-5555
 AUDIT MANAGER

SAP History for Audit Id: TPLAN0-2013006

| Date Released | From Activity | To Activity | Contact | Correspondence | Message |
|---------------|---------------|-------------|---------|----------------|---------|
| 06/03/2013 | TPLAN0 | | | SAVED DRAFT | |
| 06/03/2013 | TPLAN0 | | | SAVED DRAFT | |

Figure 3.2

- c. To view the SAP record, without edit capability, click on the **Audit ID** link (Figure 3.1). The SAP – View displays (Figure 3.3).

| Product Data Reporting and Evaluation Program (PDREP) | | | |
|--|-----------------------------------|----------------------|--------------------------|
| <input type="button" value="Print"/> <input type="button" value="Back"/> | | | |
| Supplier Audit Program – View | | | |
| Date: 06/03/2013 | | | |
| Audit Originator: TPLAN | Audit I.D. No.: TPLAN0 - 2013 006 | | Last Updated: 06/03/2013 |
| Supplier Name: TEST PLAN | Address Audited: | | CAGE Code: TPLAN |
| Date Audited: 01/01/1980 | Audited By: SAP MANAGER | Phone: 555-555-5555 | Fax: |
| DCMA Participated? NO | DCMA Rep.: | Applicable Contract: | DCMA Audit? |
| | Phone: | | E-Mail: |
| Supplier Personnel Contacted: | | | |
| Name | Title | Phone | Fax |
| JOE CONTACT | AUDIT MANAGER | 555-555-5555 | |
| Process(es) Audited this Date | Result | Sub-Contractor CAGE | |
| MPR 11 - Receiving Inspection | NOT APPLICABLE | | |
| MPR 3RT - Radiography | NOT APPLICABLE | | |
| Inspection System Indicator: ISO 9000 / Calibration System Indicator: MIL STD 45662 / Supplier Product/Capability Overview: OVERVIEW Auditor Overall Assessment: ASSESSMENT Audit Results: SATISFACTORY Auditor's Date: 06/03/2013 Applicable Corrective Action Report Number(s): Response Due Date: Follow-up Required? NO Deficiency(ies) Requiring Corrective Action: NONE Corrective Action Complete? YES Alert-Indicate Systemic Problem: Alert Date: Auditor's Notes: | | | |
| <input type="button" value="Print"/> <input type="button" value="Back"/> | | | |

Figure 3.3

- d. To edit, click the **Edit** link for the record (Figure 3.1). The SAP – Add/Edit form displays (see Figure 2.2). Follow directions in Section 2 to edit the SAP record.
- e. To delete an entire Audit, click the **Delete** link (Figure 3.1) for the record. The SAP – View displays (Figure 3.4); a **Delete** button is now available.

Print Cancel

Delete

| Supplier Audit Program - View | | | |
|---|--------------------|---------------------|-----|
| Date: 02/01/2012 | | | |
| Audit Originator: Test | | Last Updated: | |
| Audit I.D. No.: N45112 - 2001 024 | | CAGE Code: #7046 | |
| Supplier Name: AB CO, (FOR TESTING ONLY) | | | |
| Address Audited: | | | |
| | | | |
| Date Audited: 09/06/2001 | | Fax: | |
| Audited By: Test | | | |
| Phone: Test | | | |
| DCMA Participated? NO | | DCMA Audit? | |
| DCMA Rep.: | | E-Mail: | |
| Phone: | | | |
| Applicable Contract: | | | |
| Supplier Personnel Contacted: | | | |
| Name | Title | Phone | Fax |
| Test | Ex. Vice President | Test | |
| Test | QA Manager | Test | |
| Process(es) Audited this Date | Result | Sub-Contractor CAGE | |
| 05 - INSPECTION AND TESTING | SATISFACTORY | | |
| 07 - DOCUMENT AND DATA CONTROL | SATISFACTORY | | |
| 11 - RECEIVING INSPECTION | SATISFACTORY | | |
| 16 - PACKAGING AND PRESERVATION | SATISFACTORY | | |
| 17 - FINAL / SHIP OUT INSPECTION | SATISFACTORY | | |
| | | | |
| Inspection System Indicator: MIL 1 45208 / | | | |
| Calibration System Indicator: MIL STD 45662 / | | | |
| Supplier Product/Capability Overview: Fittings and Valves | | | |
| Auditor Overall Assessment: Satisfactory | | | |
| Audit Results: SATISFACTORY | | | |
| Auditor's Date: 09/21/2001 | | | |
| Applicable Corrective Action Report Number(s): | | | |
| Response Due Date: | | | |
| Follow-up Required? NO | | | |
| Deficiency(ies) Requiring Corrective Action: NA | | | |
| Corrective Action Complete? YES | | | |
| Alert-Indicate Systemic Problem: | | | |
| Alert Date: | | | |

Figure 3.4

- f. Click the **Delete** button.
- g. A message box will display asking for confirmation of the Delete. Select **Ok** to confirm or click **Cancel**.
- h. If the Delete was confirmed, a PDREP Message will display indicating the record was successfully deleted (Figure 3.5). Click the **Continue** link to return to the SAP history list.

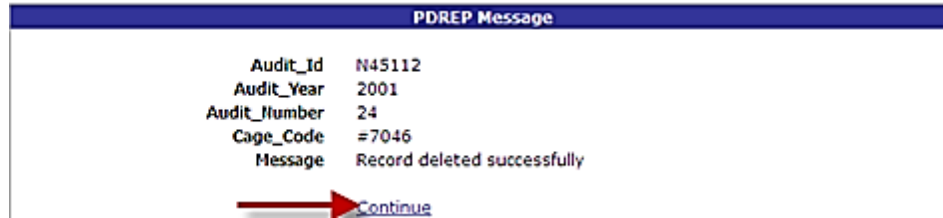


Figure 3.5

- i. To add or view an attachment, click the **Attachment(s)** link (Figure 3.6). The Upload Attachment Listing form displays, reference the on screen instructions and Section 6 of the user guide.

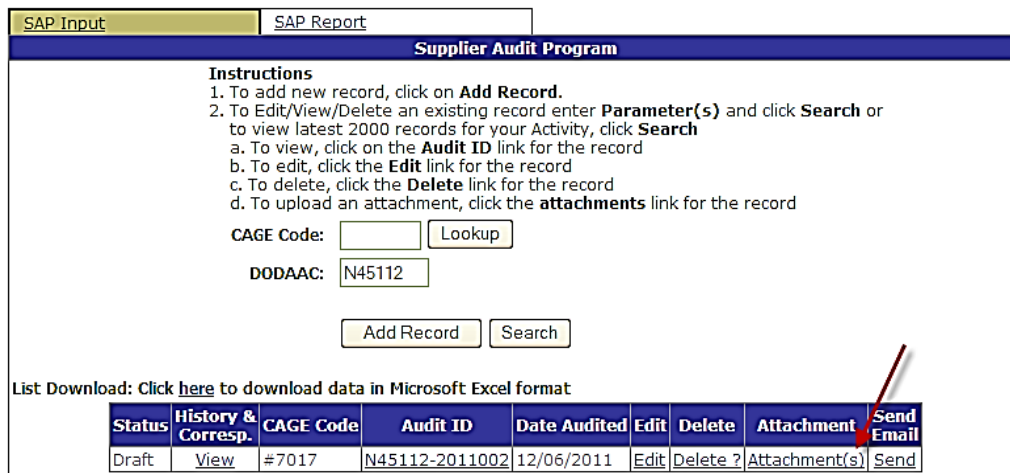


Figure 3.6

- j. To send an Email concerning an audit, click the **Send** link (Figure 3.7). The Send Message form displays (Figure 3.8). Follow the on screen instructions.

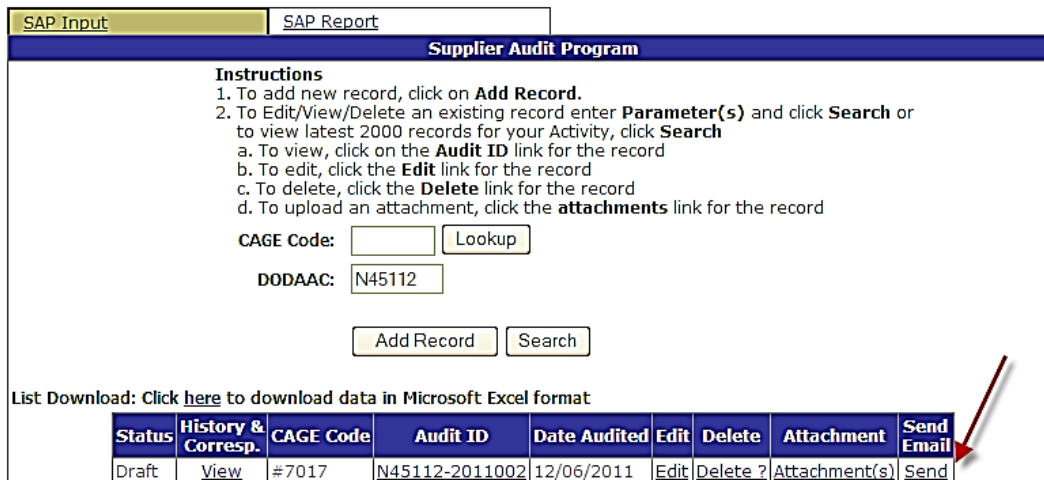


Figure 3.7

SUPPLIER AUDIT PROGRAM (SAP)

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

Audit Id: TPLAN0-2013005
Company Name: TPLAN - TEST PLAN
Audit Date: 01/01/1980

Send Message

Instructions
(M) denotes a mandatory field

1. Enter email address of Recipient or To Email List must have an email address.
2. Select an activity from **Add Email to TO/CC** and click on **Get List** button. Select an email address from the list and click **Add TO Email** or **Add CC Email** button to add to the **To Email List** list or **CC Email List** list.
3. If email address is not available in the list to add to the **CC** list then enter the email address in the **CC:** field and click **Add CC Email: CC** button to add to the **CC Email List**.
4. Click on **Send** button to send email.
5. Click **Cancel** to return to previous page

TO:

Add Email to TO/CC:

CC:

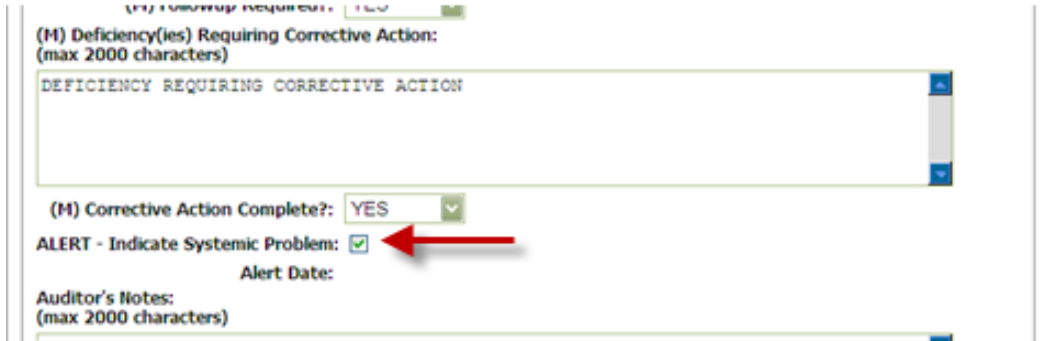
(M) Choose Correspondence Type:

Type Message:

Figure 3.8

4 SENDING ALERTS BY EMAIL

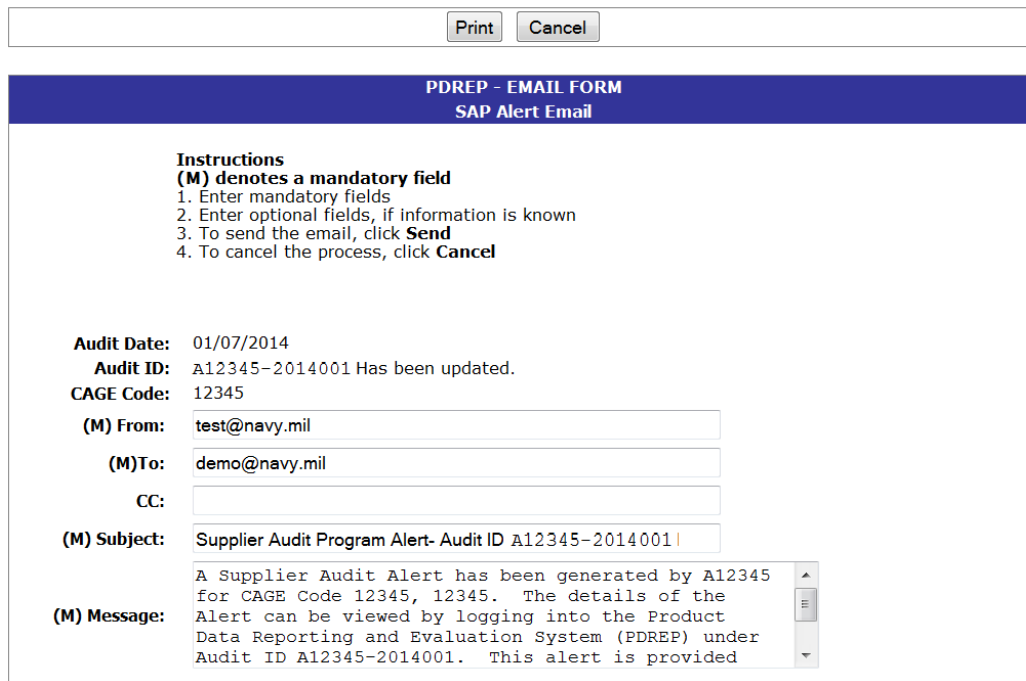
When the SAP - Add/Edit page's Alert - Indicate System Problem checkbox is checked (Figure 4.1), all data is correctly entered on the audit page, and the **Save** button is clicked, the user is automatically navigated to an Email screen (Figure 4.2).



The screenshot shows a web form with the following fields and values:

- (M) Deficiency(ies) Requiring Corrective Action: (max 2000 characters)
DEFICIENCY REQUIRING CORRECTIVE ACTION
- (M) Corrective Action Complete?: YES
- ALERT - Indicate System Problem: (indicated by a red arrow)
- Alert Date:
- Auditor's Notes: (max 2000 characters)

Figure 4.1



The screenshot shows the 'PDREP - EMAIL FORM SAP Alert Email' screen with the following content:

Buttons: Print, Cancel

PDREP - EMAIL FORM
SAP Alert Email

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
2. Enter optional fields, if information is known
3. To send the email, click **Send**
4. To cancel the process, click **Cancel**

Audit Date: 01/07/2014
Audit ID: A12345-2014001 Has been updated.
CAGE Code: 12345

(M) From: test@navy.mil
(M) To: demo@navy.mil
CC:
(M) Subject: Supplier Audit Program Alert- Audit ID A12345-2014001

(M) Message:
A Supplier Audit Alert has been generated by A12345 for CAGE Code 12345, 12345. The details of the Alert can be viewed by logging into the Product Data Reporting and Evaluation System (PDREP) under Audit ID A12345-2014001. This alert is provided

Figure 4.2

The email addresses are automatically populated with personnel that have requested to be on the SAP Alert Email notification list. The Subject line and message are also auto populated and may be changed.

- Click the **Send Mail** button to forward the email to all recipients listed in the **To:** or **CC:** block.
- Click the **Print** button to print the screen.

- c. Click the **Cancel** button to return to the previous screen without sending the email.

Once the email is sent the SAP - Add/Edit page's Alert Date is set to the current date for the audit.

5 ADD ATTACHMENTS

- a. To upload an attachment, click the **Add Attachments** button in the SAP - Add/Edit page (Figure 5.1) or click **Attachment(s)** link (Figure 5.2) from the search results list.

Supplier Audit Program - Add/Edit

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

Save **Add Attachments** **Draft** **Cancel**

(M) CAGE Code: TPLAN **Lookup**

(M) Audit Type: SAP - SUPPLIER AUDIT PROGRAM

(D) Date Audited: **?**

(D) Audited By:

(D) Phone: Fax:

(H) DCHA Participated?: -SELECT- **List DCMA Reps** DCMA Audit?:

Applicable Contract:

(M) Supplier Personnel Contacted: (must fill in one)

| (M) Name | (M) Title | (M) Phone | Fax |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

(M) Process List:(select at least one)

- 01 - METALLURGICAL / CHEMICAL LABORATORY TESTING
- 02 - HYDROSTATIC TESTING
- 03 - NON-DESTRUCTIVE TESTING
- 04 - CALIBRATION

Add Process

| Process(es) | Process Audit Date | Result | SubContractor CAGE |
|------------------------------|----------------------|----------------|----------------------|
| 03 - NON-DESTRUCTIVE TESTING | <input type="text"/> | NOT APPLICABLE | <input type="text"/> |

Figure 5.1

Supplier Audit Program

Instructions
 1. To add new record, click on **Add Record**.
 2. To Edit/View/Delete an existing record enter **Parameter(s)** and click **Search** or to view latest 2000 records for your Activity, click **Search**
 a. To view, click on the **Audit ID** link for the record
 b. To edit, click the **Edit** link for the record
 c. To delete, click the **Delete** link for the record
 d. To upload an attachment, click the **attachments** link for the record

CAGE Code: **Lookup**

DODAAC: N45112

Add Record **Search**

List Download: Click [here](#) to download data in Microsoft Excel format

| Status | History & Corresp. | CAGE Code | Audit ID | Date Audited | Edit | Delete | Attachment | Send Email |
|--------|----------------------|-----------|----------------|--------------|----------------------|--------------------------|-------------------------------|----------------------|
| Draft | View | #7017 | N45112-2011002 | 12/06/2011 | Edit | Delete ? | Attachment(s) | Send |

SUPPLIER AUDIT PROGRAM (SAP)

Figure 5.2

b. The Upload Attachment Listing screen displays (Figure 5.3).

Upload Attachment Listing

Instructions
1. The listing displays attachments for the existing KeyInfo.
2. Click **Add Attachment** to add new attachment.
3. Click **Delete** to delete the attachment.
4. Click **Cancel** to return to the previous screen

Application Module: SAP
Key Info: N451122011001

| File Name | File Description | Comments | Added Date | Uploaded By | Delete Attachment? |
|-------------------|------------------|----------|------------|-------------|--------------------|
| csi_usage_log.txt | test | test | 01/23/2012 | JMART | |

Figure 5.3

c. Click the **Add Attachment** button to select a file to upload.

d. The Upload Attachment screen displays (Figure 5.4)

Upload Attachment

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

Instructions
(M) denotes a mandatory field
1. Click **Browse...** to select the file to upload. (Max file size is 10 Megabytes)
2. Enter the **Short Name for Attachment**.
3. Enter a **Brief Description**.
4. Click **Upload Attachment** to add the attachment to the POREP.
5. 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.

(M) File to Upload: (jpg,gif,bmp,doc,docx,txt,pdf,xls,xlsx,tif,png)

(M) Short Name for Attachment:

(M) Brief Description (Max 500 chars):

Figure 5.4

e. Click the **Browse** button to select the file to upload.

f. Enter a Short Name for Attachment.

g. Enter a Brief Description.

h. Click the **Reset** button to clear Name and Description data entry fields.

- i. Click the **Upload Attachment** button to complete the Upload.
- j. To go back to the previous screen, click the **Cancel** button.

Warning: Documents that are uploaded may be manipulated and improperly used unless they are designated 'Read-Only'.

6 GENERATING SAP RECORDS

6.1 Run Record on Pending Audits

- a. Select the SAP Report tab (Figure 6.1).

SAP Input SAP Report

Supplier Audit Program - Report

Instructions
(M) denotes a mandatory field
1. Enter or select from calendar **Start** and **End** Dates
(Correct format for date fields is **MM/DD/YYYY**)
2. Either check **Show Pending Audits Only** or check one or more **Audit Results** and **Process Results**
3. Process Instructions:
a. Click **All processes** or an individual process(es) and click **Add Process**
b. To remove a selected process, highlight process and click **Delete Process**
4. Click **Run Report**

(M) Start Date: 02/01/2009 **(M) End Date:** 02/01/2012
CAGE Code: **Audit Activity (DODAAC):** N45112
Alert Only:

(M) Audit Status:
 Show Pending Audits Only
OR
Selected COMPLETED Audit Items
Audit Results: Satisfactory Unsatisfactory
Process Results: Satisfactory Unsatisfactory Not Applicable Partial

(M) Process Instructions
 Select this for "All Processes"
OR
To select individual process, highlight process and click Add Processes button

01 - METALLURGICAL / CHEMICAL LABORATORY TESTING
02 - HYDROSTATIC TESTING
03 - NON-DESTRUCTIVE TESTING
04 - CALIBRATION
05 - INSPECTION AND TESTING
06 - MATERIAL CONTROL (INCLUDING LEVEL 1/SUBSAFE)
07 - DOCUMENT AND DATA CONTROL
08 - PAINTING AND SURFACE PREPARATION
09 - CNTRL SUPPLIER/SUBS FLOWDOWN OF CUSTOMER REQ
10 - FIRST ARTICLE, FA AND IA TESTING

Add Processes >>
<< Delete Processes

No columns selected

Run Report

Figure 6.1

- b. To show all audits planned in the future, select Show Pending Audits Only. Information provided in the Audit Results and Process Results blocks is ignored.
- c. Enter, or select from the calendar, the Start and End Dates. (Correct format for date fields is MM/DD/YYYY).
- d. To run the Record for all processes, place a check in the Select this for 'All Processes' box.
- e. To run the Record for individual processes, highlight the desired processes in the Process list and click the **Add Processes** button to add them to the Selected Processes list.

- f. To delete a selected process, highlight the process in the Selected Processes list and click the **Delete Processes** button.
- g. Click **Run Report** at the bottom of the page. The system will return audits based on the CAGE, Lead Activity or both (if entered).
- h. Click the **Back** button in either the “Results List” screen or the “Record” screen will navigate to the previous screen.

Note: At least one Audit Process must be selected to run the Record.

6.2 Run Record on complete audits.

- a. Enter, or select from the calendar, the Start and End Dates. (Correct format for date fields is MM/DD/YYYY).
- b. Check one or more Audit Results and Process Results.
- c. Assure the Show Pending Audits Only checkbox is un-checked.
- d. To run the Record for all processes, place a check in the Select this for **All Processes** box.
- e. To run the Record for individual processes, highlight the desired processes in the Process list and click the **Add Processes** button to add them to the Selected Processes list.
- f. To delete a selected process, highlight the process in the Selected Processes list and click the **Delete Processes** button.
- g. Clicking the Alert Only checkbox will filter out all records except those that are actually marked as Alerts.

Note: At least one Audit Process must be selected to run the Record.

- h. Click **Run Report** at the bottom of the page. The system will return audits based on the CAGE, Lead Activity or both (if entered).

7 GLOSSARY

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

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 **External Links** link on the top of the page in the PDREP application.

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

DODAAC: Department of Defense Activity Address Code.