NAVSEA

NAVAL SEA SYSTEMS COMMAND

Naval Sea Logistics Center

Product Data Reporting and Evaluation Program (PDREP)

Survey, Special Quality Data, and Test Records Applications

User Guide
Updated: October 2015

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FOREWORD

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. The Product Data Reporting and Evaluation Program's (PDREP) Survey application is designed to work in concert with existing DoD and Navy policies and processes. Its purpose is to assist users with the functionality of the PDREP-Survey, Special Quality Data, and Test Records application and to facilitate compliance with DoD and Navy policy.

Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy Survey program processes and requirements.

REFERENCES:

    a. Defense Contract Management Agency (DCMA) Guide Book

    b. Secretary of the Navy Instruction (SECNAVINST) 4855.3

    c. Navy Standard Operating Procedure (NAVSO) P-3683C

INTRODUCTION

This document is intended to guide personnel in the use of the PDREP Survey, Special Quality Data, and Test Records application. The application provides:

    a. Access to Survey records from various DoD agencies.
- Pre-Award, Post Award, or Product Oriented Surveys
- Test Records and First Article Tests
- Special Quality Data which includes any data not mentioned above including a summary of that data and any attachments for support.

    b. Capability to manually enter or batch load reports.
    c. Capability to search supplier data.
    d. Various reports and lists of suppliers that have reports entered through the application.

The PDREP-AIS is primarily used to provide supplier information to U.S. Government procurement and quality assurance personnel. The applications covered in this guide are used to enable reporting in three areas:

- The Survey application provides a method to collect and analyze data concerning a prime contractor's capabilities to perform a particular contract, based upon an analysis of a broad range of areas such as financial resources, operational controls, technical skills, quality assurance system, and past performance.
- Test Records application provides a method to collect data for First Article, Production Lot Testing, and Periodic Sampling Test data for analytical purposes (both positive and negative).
- Special Quality Data Records provide a method to collect and analyze data for analytical purposes (both positive and negative) that does not fit into normal quality elements of the PDREP. Special quality data types include: surveys of subcontractors performed by prime contractors, telephone calls relating quality information, contractor visits/interface meetings, corrective actions, suspected cases of fraud or malpractice, etc.

Users that have access to the PDREP-AIS are also provided access to other common features that can be used to leverage supplier past performance information and material history via adhoc query, supplier profiles, and links to external websites containing supplier and material data. Test reports and first article tests are tests performed to ensure material meets specifications outlined in contracts and specifications. Special quality data refers to any other report, record, or data that could be of interest to the acquisition community when reviewing supplier's past performance for any reason.

The PDREP ADHOC application was developed as a tool to allow a query of any record type in PDREP using abstracted structured query language (SQL) routines. The PDREP ADHOC function is available to all PDREP users.

The primary purpose of the PDREP ADHOC application is to permit users to create their own user defined metrics and reports.

The PDREP 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 improvements to any of the PDREP applications or NSLC Detachment 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 Detachment Portsmouth
Bldg. 153, 2nd Floor, Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000

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.

1 SUPPLIER SURVEY (PRE/POST AWARD)

1.1 Searching and Viewing Existing Survey Records

a. After successfully logging in, the PDREP Main Menu displays see Figure 1.1.

b. To enter the Survey module of PDREP, click on the "*Supplier Survey (Pre/Post Award)*" link on the PDREP Main Menu. The user is then automatically directed to the Survey Record Module shown in Figure 1.2.
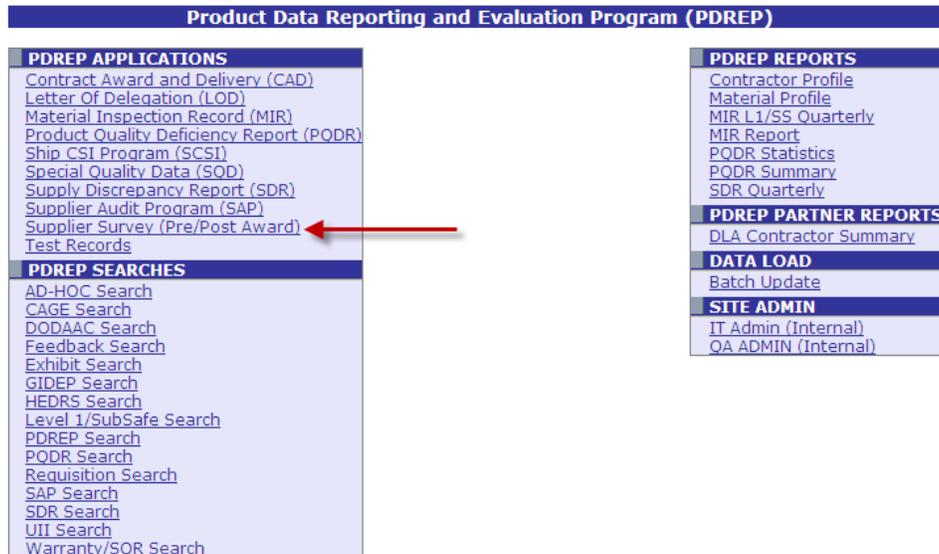

Figure 1.1

Figure 1.2

c. If the "*Supplier Survey (Pre/Post Award)*" link does not appear on the PDREP Main Menu, the user should call the Customer Support Desk to ensure proper access privileges have been requested or to update their user profile. 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.

d. Enter a Reporting Activity's six character DoDAAC, a company's five character CAGE Code, or the record's unique identifying Serial Number.

f. The Start Date and End Date provide a date range which may be changed if desired. These dates limit returned results based on the 'Report Issue Date' of the record. The Report Issue Date refers to the date the Survey Report was signed out.

g. Click the **Search** button to display the list of Survey records retrieved. The resulting set may be filtered by Reporting Activity, Serial Number, CAGE Code and/or date range. A sample result set is shown in Figure 1.3.

Survey 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): [09/29/2012]
End(Added Date): [01/01/2014]
[Search]   [Add Record]

Total number of rows: 3
Summary Download: Click here to download data in Microsoft Excel format

Activity - Serial Number	Added Date	Edit	Delete
N45112130001	02/25/2013	Edit	Delete
N45112130005	09/25/2013	Edit	Delete
N45112130007	09/25/2013	Edit	Delete

Figure 1.3

Survey - View Data

Date: 09/29/2015

Reporting/Requesting Activity: N4□111□	**Added Date:** 02/25/2013
Serial Number: 1□00□1	**Added Activity:** AMCGE
CAGE Code: 74□0□	**Update Date:** 09/14/2015
Survey Type: PRE-AWARD	**Update Activity:** DJOYCE
Report Issue Date: 02/01/2013	
Contractor Assessment Code: AWARD	
Material Level Code: FLIGHT CRITICAL (NAVAIR)	
External Control Number:	
Contract Number:	
Corrective Action Indicator: NO	
Corrective Action Completed Date: 02/01/2013	
Navy Participation Indicator: YES	
Narrative: TEST TEST	

FSC	
FSC	**Material Description**
9999	MISCELLANEOUS ITEM

Category		
Cat Reviewed	**Literal**	**No of Deficiencies**
17	ENVIRONMENTAL CONSIDERATION	1
18	OTHER	1

Attachments		
File Name	**File Description**	**Comments**
ARISE.SQL.txt	ssss	ssss
ARISE.SQL.txt	fghjfghj	fghjfghj

Figure 1.4

h. Clicking the "*Activity - Serial Number*" (in Figure 1.3) link for the record of interest will display a view of the Survey as seen in Figure 1.4.

i. To return to the previous screen click the **Back** button.

j. To print the displayed data click the **Print** button

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1.2 Adding, Editing, or Deleting Survey Records

1.2.1 Add or Edit a Survey Record

a. To add a new Survey record, click the **Add Record** button shown in Figure 1.3. The user is directed to a blank Survey – Add/Edit form shown in Figure 1.5.

Figure 1.5

b. To edit an existing Survey record, the user should follow the search procedures in Section 1.1 to locate a specific record. Once the record is located, click the "*Edit*" link shown in Figure 1.3 for the record of interest. The user is then directed to an existing Survey – Add/Edit form where the fields have been pre-populated (Figure 1.6).

Note

Editing is only permitted for records for which the user has permissions; based on their access level in their user profile.

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
2. Select a Quality Indicator if Survey Type is Pre-Award
3. Enter optional fields, if information is known
4. To add an FSC, enter the FSC and click **Add FSC**
5. To remove an FSC from the list, highlight the FSC and click **Remove FSC**
6. To add a Specification, enter the Spec and click **Add Specification**
7. To remove a Specification from the list, highlight the Spec and click **Remove Specification**
8. To add a Category Reviewed, click **Add Category**
9. To edit/delete an existing Category, click **Edit** or **Delete**
10. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
11. To save the record, click **Save**
12. To cancel the process, click **Cancel**

Reporting/Requesting Activity: N4P112	**Added Date:** 02/25/2013
Serial Number: 130001	**Added Activity:** AMCGE
(M) CAGE Code:	
(M) Survey Type: 1-PRE-AWARD	**Update Date:** 09/14/2015
(M) Report Issue Date: 02/01/2013	**Update Activity:** DJOYCE
(M) Contractor Assessment Code: 1-AWARD	
(M) Material Level Code: 20-FLIGHT CRITICAL (NAVAIR)	
External Control Number:	
Contract Number:	
(M) Corrective Action Indicator: N	
(M) Navy Participation Indicator: Y	

(M) Narrative: TEST TEST

(M) FSC: [Add FSC]

List of Selected FSC(s): 9999

[Remove FSC]

Specification: [Add Specification]

[Save & Add attachment]

[(M) Add Category]

[Spell Check] [Save] [Cancel]

Cat Reviewed	Literal	No of Deficiencies	Edit	Delete
17	ENVIRONMENTAL CONSIDERATION	1	Edit	Delete
18	OTHER	1	Edit	Delete

Figure 1.6

c. To enter data into the Survey – Add/Edit form, follow the instructions below:

1. Data fields preceded by an (M) require data entry.

2. Select a Quality Indicator if Survey Type is Pre-Award.

3. Enter optional fields, if information is known.

4. To add a Federal Supply Class (FSC), enter the FSC and click the **Add FSC** button.

5. To remove an FSC from the list, highlight the FSC and click **Remove FSC** button.

6. To add a Specification, enter the specification and click **Add Specification** button.

7. To remove a Specification from the list, highlight the specification and click **Remove Specification** button.

8. To upload an attachment to the Survey, click the **Save and Add Attachment** button.

9. To add a Category Reviewed, click **Add Category** button. Add Category will appear directly below the **Add Category** button, see **Figure 1.7**.

Survey Category Instructions
1. To add a Category, select a Category Code from the drop-down list and click the **Add** button
2. Enter number of deficiency(s) found during the survey (enter zero if none were found but Category was surveyed)
3. Click **Save Category** to add the Category to the record
4. To save the Category record, click **Save**
5. To cancel the process, click **Cancel Category Add**

Category: 1-ORGANIZATION ▾   Add

Figure 1.7

A. Select a category from the Category drop-down box and Click the **Add** button.

B. Once the Add button is clicked, the following window will appear Figure 1.8.

Category Reviewed	Literal	No of Deficiencies
1	ORGANIZATION	0
Save Category		Cancel Category Add

Figure 1.8

C. Enter the number of deficiencies, if any.

D. Click the **Save Category** button to save or click the **Cancel Category** button to escape.

E. Once the **Save Category** button is clicked, a category has been saved, as shown in Figure 1.9.

Cat Reviewed	Literal	No of Deficiencies	Edit	Delete
1	ORGANIZATION	0	Edit	Delete

Figure 1.9

F.   To edit/delete an existing Category, click **Edit** or **Delete** buttons in Figure 1.9.

10. Correct format for Date Elements is MM/DD/YYYY or use Calendar button

11. To save the record, click the **Save** button

12. To cancel the process, click the **Cance**l button

13. To spell check the information, click the **Spell Check** button.

1.2.2 Delete a Survey

Follow the instructions below to delete a Survey.

a. To delete an existing Survey, the user should follow the search procedures in Section 1.1. Once the record is located, click the "*Delete*" link in the result set displayed on the Survey tab.

b. The delete screen (Figure 1.10) displays. Note that records can only be deleted if the user has edit rights, which are based on their user profile.

c. Click the **Delete** button. A pop up will appear to confirm the deletion. Click "Yes" to affirm the record should be deleted. Click "No" to cancel the request.

d. To print a copy of what is to be deleted, click the **Print** button at the top of the page.

e. To abort the delete, click the **Back** button at the top of the page.

Print   Back

Survey - View Data
Date: 07/15/2014

Reporting/Requesting Activity:	N11111
Serial Number:	140015
CAGE Code:	11111
Survey Type:	PRODUCT ORIENTED
Report Issue Date:	05/27/2014
Contractor Assessment Code:	AWARD
Material Level Code:	FLIGHT CRITICAL (NAVAIR)
Quality Indicator:	
External Control Number:	
Contract Number:	
Corrective Action Indicator:	NO
Corrective Action Completed Date:	
Navy Participation Indicator:	YES
Narrative:	TEST

Added Date: 05/28/2014
Added Activity: TPLAN0
Update Date:
Update Activity:

FSC	
FSC	Material Description
4820	VALVES NON PWRD

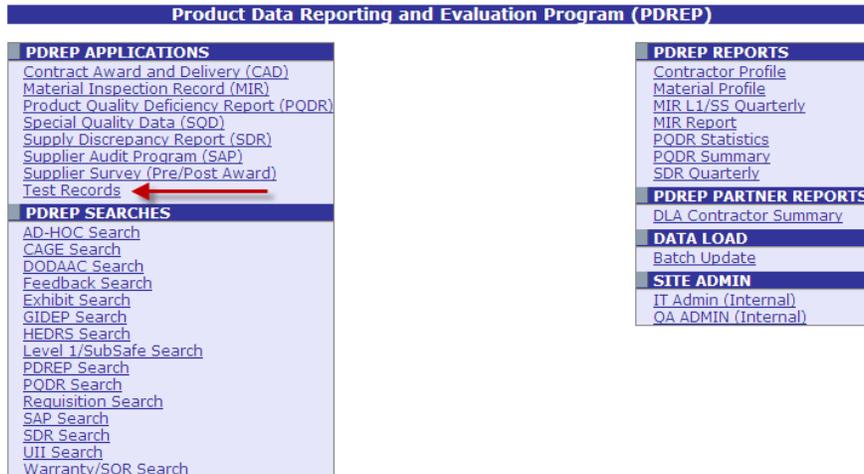| Category		
Cat Reviewed	Literal	No of Deficiencies
1	ORGANIZATION	0

Delete

Figure 1.10

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2 TEST RECORDS

2.1 Searching and Viewing Existing Test Records

a. From the PDREP Main Menu (Figure 2.1), click the *"Test Records"* link to access this module. The Test Record form displays (Figure 2.2).

Product Data Reporting and Evaluation Program (PDREP)

PDREP APPLICATIONS
Contract Award and Delivery (CAD)
Material Inspection Record (MIR)
Product Quality Deficiency Report (PQDR)
Special Quality Data (SQD)
Supply Discrepancy Report (SDR)
Supplier Audit Program (SAP)
Supplier Survey (Pre/Post Award)
Test Records

PDREP SEARCHES
AD-HOC Search
CAGE Search
DODAAC Search
Feedback Search
Exhibit Search
GIDEP Search
HEDRS Search
Level 1/SubSafe Search
PDREP Search
PQDR Search
Requisition Search
SAP Search
SDR Search
UII Search
Warranty/SOR Search

PDREP REPORTS
Contractor Profile
Material Profile
MIR L1/SS Quarterly
MIR Report
PQDR Statistics
PQDR Summary
SDR Quarterly

PDREP PARTNER REPORTS
DLA Contractor Summary

DATA LOAD
Batch Update

SITE ADMIN
IT Admin (Internal)
QA ADMIN (Internal)

Figure 2.1

b. If the *"Test Records"* link does not appear on the PDREP Main Menu, the user should call the Customer Support Desk to ensure proper access privileges have been requested or to update their user profile. 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 2.2

c. Click the **Search** button to display the list of Test records to view. The results set may be filtered by Reporting Activity, Serial Number, CAGE Code or date range. A sample result set is shown in Figure 2.3.

d. Enter a Reporting Activity's six character DoDAAC, or a company's five character CAGE Code, or the records unique identifying Serial Number.

e. The Start Date and End Date provide a date range which may be changed if desired. These dates limit returned results based on the 'Added Date' of the record. The Added Date refers to the date the record was added to the database.

Figure 2.3

f. Clicking the "*Activity Serial Number*" link for the record of interest will display a view of the Test Record as seen in Figure 2.4.

g. To return to the previous screen click the **Back** button.

h. To print the displayed data click the **Print** button.

Figure 2.4

2.2 Add or Edit Test Records

a. To edit an existing Test Record, the user should follow the search procedures in Section 2.1 to locate a specific record. Once the record is located, click the "*Edit*" link (Figure 2.3) for the record of interest. The user is then directed to the existing Test – Add/Edit form where the fields have been pre-populated (Figure 2.5).

Note

Editing records is only permitted for records for which the user has permissions; based on their user profile.

Test-Add/Edit

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
2. Enter optional fields, if information is known
3. Correct format for date fields is **MM/DD/YYYY** or use Calendar.
4. To save the record, click **Save**
5. To cancel the process, click **Cancel**

Reporting Activity: N4J112   Added Date: 04/10/2015
Serial Number: 150002   Added Activity: BDAVI3
(M) CAGE Code: 11111   Update Date:
(M) FSC   NIIN   Update Activity:
NSN: 4820 - 111111111
(M) Issue Date: 08/27/2014
(M) Test Type Code: FIRST ARTICLE
(M) Final Disposition: ACCEPT
Contract Number: N4511245070045012
(M) Satisfactory: Y
Material Specification:
Narrative: Test

Spell Check   Save   Save & Add attachment   Cancel

Figure 2.5

b. To add a new Test Record, from the Test Record form (Figure 2.2), click the **Add Record** button. The blank Test – Add/Edit form displays (Figure 2.6).

Figure 2.6

c. Steps to enter a new Survey Record are as follows:

1. Data fields preceded by an (M) require data entry.

2. Enter optional fields, if information is known.

3. Enter the **CAGE Code** of the company being reported on.

4. Enter the **NSN,** which is made up of the Federal Supply Class (FSC) and national item identification number (NIIN), for material tested.

5. Enter the **Issue Date**; the date the actual report was created.

6. Enter a **Test Type Code** from the drop-down box provided.

7. Choose a **Final Disposition** from the drop-down box provided that describes the result of the test.

8. Enter the **Contract Number** for which the test was performed.

9. If the test of the material met all contract and specification requirements select "Y" in the **Satisfactory** drop-down, otherwise select "N".

10. If the record should be used in the DoD's Past Performance Information Retrieval System –Report Card set the **Used in PPIRS indicator** to "Y", otherwise select "N".

11. Enter any specification to which the material tested was tested to in the **Material Specification** block.

12. In the **Narrative** block enter a summary of work performed and any amplifying information concerning the Test Record.

13. To add attachments, click the **Save & Add Attachment** button.

    A. Follow the onscreen instructions to add or view attachments to the Test Record.

    B. When attachments have been successfully uploaded, the record will automatically be saved and the user returned to the Test Record page (Figure 2.3).

14. To save the record without attachments, click the **Save** button.

15. To cancel without saving any data since the last save action, click the **Cancel** button.

16. To spell check the information, click the **Spell Check** button.

2.3 Deleting Test Records

To delete an existing Test Record, the user should follow the search procedures in Section 2.1. Once the record is located, click the "Delete" link in the Delete column for the record of interest in Figure 2.3. Note that records can only be deleted if the user has edit rights, which are based on their user profile.

a. Click the **Delete** button, a pop up will appear to confirm the deletion. Click "Yes" to affirm the record should be deleted. Click "No" to cancel the request.

b. To print a copy of what is to be deleted, click the **Print** button at the top of the page.

c. To abort the delete, click the **Cancel** button at the top of the page.

3 SPECIAL QUALITY DATA (SQD) RECORDS

3.1 Searching and Viewing Special Quality Data Records

a. From the PDREP Main Menu (Figure 3.1), click the **"***Special Quality Data***"** link. If the **"***Special Quality Data***"** link does not appear on the **PDREP** Main Menu, the user should call the Customer Support Desk to ensure proper access privileges have been requested or to update their user profile. 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.
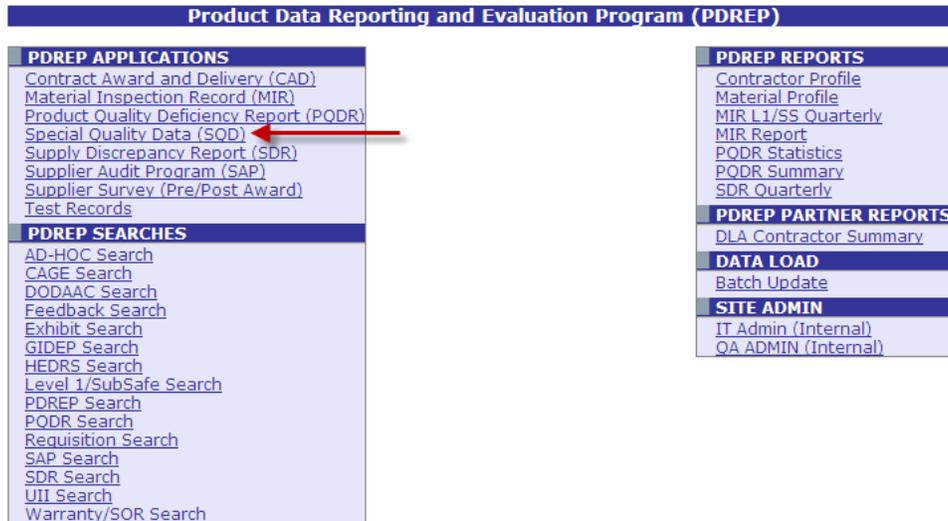
Product Data Reporting and Evaluation Program (PDREP)

PDREP APPLICATIONS
Contract Award and Delivery (CAD)
Material Inspection Record (MIR)
Product Quality Deficiency Report (PQDR)
Special Quality Data (SQD)
Supply Discrepancy Report (SDR)
Supplier Audit Program (SAP)
Supplier Survey (Pre/Post Award)
Test Records

PDREP SEARCHES
AD-HOC Search
CAGE Search
DODAAC Search
Feedback Search
Exhibit Search
GIDEP Search
HEDRS Search
Level 1/SubSafe Search
PDREP Search
PQDR Search
Requisition Search
SAP Search
SDR Search
UII Search
Warranty/SOR Search

PDREP REPORTS
Contractor Profile
Material Profile
MIR L1/SS Quarterly
MIR Report
PQDR Statistics
PQDR Summary
SDR Quarterly

PDREP PARTNER REPORTS
DLA Contractor Summary

DATA LOAD
Batch Update

SITE ADMIN
IT Admin (Internal)
QA ADMIN (Internal)

Figure 3.1

b. The **Special Quality Data** interface displays (Figure 3.2).

Special Quality Data

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): 09/29/2014

End(Added Date): 09/29/2015

Search   Add Record

Figure 3.2

c. Enter the Reporting Activity and/or Serial Number to locate a specific PDREP Special Quality Data record. Users may enter only a Reporting Activity when the serial number is not known.

d. Enter a Reporting Activity's six character DoDAAC, or a company's five character CAGE Code, or the record's unique identifying Serial Number.

e. The Start Date and End Date provide a date range which may be changed if desired. These dates limit returned results base on the 'Issue Date' of the record. The Issue Date refers to the date the Special Quality Data record was completed in the PDREP-AIS.

f. Click the **Search** button. The results of the search will display below the **Search** button as shown in Figure 3.3.

Figure 3.3

g. Clicking the **"***Serial Number***"** link for the record of interest will display the **"Special Quality Data – View Data"** form (Figure 3.4).

Figure 3.4

h. To return to the previous screen click the **Back** button.

i. To print the displayed data click the **Print** button.

3.2 Add or Edit Special Quality Data Records

a. To edit an existing Special Quality Data Record, the user should follow the search procedures in Section 3.1 to locate a specific record. Once the record is located, click the *"Edit"* link (Figure 3.3) for the record of interest. The user is then directed to the existing **"Special Quality Data – Add/Edit"** form where the fields have been pre-populated (Figure 3.5).

Notes: Records can only be deleted if the user has edit rights, which are based on their user profile. Use spell check to check Narrative spelling.

Figure 3.5

b. To add a new Special Quality Data record, from the **"Special Quality Data"** form (Figure 3.3), click the **Add Record** button. The **"Special Quality Data – Add/Edit"** form displays (Figure 3.6).

Figure 3.6

c. To enter data into the Special Quality Data record follow the instructions below:

1. Data fields preceded by an **(M)** require data entry.

2. Enter optional fields, if information is known.

3. Enter the CAGE Code of the company being reported on.

4. Select the Email Indicator (Email Ind:) if this Special Quality Data record was emailed as an alert of any kind.

5. Enter an Issue Date.

6. Enter a Completion Date.

7. In the Narrative block enter a summary of work performed and any amplifying information concerning the Special Quality Data Record.

8. To add a Federal Supply Class (FSC), enter the FSC and click the **Add FSC** button. To remove an FSC from the list, highlight the FSC and click **Remove FSC** button.

9. To add attachments click the **Save & Add Attachment** button and follow the onscreen instructions to add or view attachments to the Special Quality Data Record.

10. To save the record, click the **Save** button.

11. To cancel the process, click **Cancel** button.

12. To spell check the information click **Spell Check.**

3.3 Deleting Special Quality Data Records

a. To delete an existing Special Quality Data, the user should follow the search procedures in Section 3.1. Once the record is located, click the "*Delete*" link in the **"Delete"** column of the results for the record of interest (Figure 3.3). Note that records can only be deleted if the user has edit rights, which are based on their user profile**.**

b. Click the **Delete** button, a pop up will appear to confirm the deletion. Click "**Yes**" to affirm the record should be deleted. Click "**No**" to cancel the request.

c. To print a copy of what is to be deleted, click the **Print** button at the top of the page.

d. To abort the delete, click the **Cancel** button at the top of the page.

4 SUMMARY

This concludes the PDREP Survey, Test Record, and Special Quality Data application instructions. The PDREP Customer Support Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

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