INSTRUCTIONS FOR ENTERING **M**ATERIAL **I**NSPECTION **R**ECORDS INTO PDREP

(M) Indicates a mandatory field. (CM) indicates a conditionally mandatory field. Complete fields that are not mandatory or conditionally mandatory when the appropriate information is available. Information in the parentheses following each field description identifies the maximum amount of characters the PDREP database will accept. Electronically submitted MIR data will meet all the requirements of these instructions.

(M) Reporting Activity

INPUT – The DoDAAC of the activity where the MIR originated. (6 spaces alpha/numeric)

(M) Serial Number

INPUT – The high eight-digit serial number assigned to the lot. A serial number will not be duplicated within any given calendar year. (8 spaces alpha/numeric)

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)

Material Designator

INPUT – For Level 1/SubSafe (L1/SS) certified material, enter the Material Identification Code (MIC) designator exactly as provide in the latest version of NAVSEA 0948-LP-045-7010. Do not enter symbols such as dots and dashes etc. (6 spaces numeric)

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)

(M) Inspection Completed 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 alpha/numeric)

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).

NSN, (M) FSC

INPUT – If known, enter the National Stock Number (NSN) that uniquely identifies an item of supply. (17 spaces alpha/numeric)

Abbreviation	Digit Positions	Summary
COG	1-2	Cognizance symbol, identifies the material manager
(M) FSC	3-6	Federal Supply Classification, see below
NIIN	7-15	National Item Identification Number, which includes the National Codification Bureau (NCB) code. Input Local Stock Number (LSN), when the item is purchased locally and does not have a NIIN
SMIC	16-17	Special Material Identification Code

INPUT – The mandatory FSC as identified in the DoD handbook H-2 found at www.dlis.dla.mil (4 spaces numeric)

(M) Product Description

INPUT – The description of product inspected. Include as detailed description as space provides to include noun name, type, class, condition, and primary size. (50 spaces alpha/numeric)

(M) Contract Number

INPUT – The procuring activity contract number. 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. For stock system inspected lots with unknown contract numbers type in "nocontract". (13 or 17 spaces alpha/numeric except when stock system)

(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 procurement units of measure. (6 spaces numeric)

Inspection units for:

Electrodes:	Number of coils or electrode cans
Fasteners:	Number of contract units (i.e. box or each)
All Others:	Number of pieces inspected disregarding unit of issue

(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, without units, and therefore can never be greater than that value. Enter "0" when no defects are found. (6 spaces numeric)

The following applies 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 is one or more defective production units. Enter "0" if no production units are defective. (7 spaces numeric)

For 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

ACTION – Select "Y" (yes) if a component of the Defense Contract Management Agency (DCMA) inspected the material. Default is "N" (no), if the material was not inspected by DCMA. (drop down box)

(M) Used in RYG

ACTION – Select "N" (not used) if the government inspector does not want to have this MIR used in the Red/Yellow/Green classification of the Prime Contractor's CAGE code. Leave as "Y" (yes-use) to use in the RYG classification, default "Y." (drop down box)

(CM) Defective Material Report Number

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 "Y" (yes) if production units defective is greater than "0", default is "N" (no). (drop down box)

(M) Inspection Attributes

ACTION – Select inspection attribute as listed on the MIR. At least one inspection attribute must be selected for it to be a valid MIR. PDREP allows duplicate inspection attributes only when the inspection types is different. (list, or add button)

(M) Units Inspected

INPUT – The number of products inspection units actually inspected for that attribute. (6 spaces numeric)

(M) Inspection Type

ACTION – Select applicable inspection type code for each attribute inspected. (drop down box)

Code	Attribute
D	-Accepted based on DCMA inspection
V	-Accepted based on the inspector's Verification of the vendor's software package
P	-Inspection for the attribute was actually performed by the Government inspector
W	-Government inspector "Witnessed" the contractor's test and/or inspection for this attribute
R	-Reduced inspection

(M) Number of Defects

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

2 - **Major**	A major defect is a defect, other than critical, that is likely to results in failure, or to reduce materially the usability of that unit of product for its intended purpose.
3 – **Minor**	A 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.

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 or Project 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)

Manufacturer CAGE Code

INPUT – The subcontractor CAGE code, if known, that was used in production of the material inspected. Leave this field blank when the manufacture CAGE code is the same as contractor CAGE code. (5 spaces alpha/numeric)

Stub / Document

INPUT – The document number applicable to the lot of material. (10 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)

Heat Number

INPUT – The primary component heat, batch or trace code assigned to the inspection lot by the supplier. Mandatory for all L1/SS inspection reports. (15 spaces alpha/numeric)

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