Supplier Audit & Assessment (SAA) Application

User Guide
29 January 2024

TABLE of CONTENTS

Click link to navigate to a specific section of the guide

FOREWORD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with the Supplier Audit and Assessment (SAA) module functionality. This document does not cover specific policy or procedure and is designed to work in concurrence with existing processes. This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Revisions to this guide are made after application changes have been implemented. Date of last amendment is located on the title page. Though this documents is accessible to all users, its content is intended for those individuals with module access. Module access is granted on a case by case and need to know basis.

NOTE: The data contained within this guide is <u>NOT</u> real data and it is <u>NOT</u> to be used for business purposes. The material presented is intended to serve as an example only and was taken from a test system.

REFERENCES

NAVSEA 05R maintains the Supplier Audit & Assessment Instruction (NAVSEA 4855.38 – Supplier Audit and Assessment) that implements the SAA application. The SAA application uses this instruction as a basis for its functionality.

Please address questions for, or recommended changes to the Supplier Audit Instruction to:

<div align="center">

SEA 05R – Supplier Audit & Assessment

Building 197 4w2140

1333 Isaac Hull Ave, SE

Washington Navy Yard, Washington DC 20376

Phone: (202) 781-3832

</div>

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Supplier Audit & Assessment (SAA) module. The PDREP-AIS is accessible via the Product Data Reporting and Evaluation Program home page: https://www.pdrep.csd.disa.mil/

Getting Access

- **First Time Users**

   First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the Request Access link for instructions on filling out an access request form. When requesting an account, ensure all fields indicated as mandatory are completely filled out. Mandatory fields are indicated by (M). The application will not be accepted if required information is missing.

- **Existing PDREP Users**

   Existing PDREP users may request additional or updated access privileges by submitting an updated SAAR. To do this, log into the PDREP-AIS and hover over your name in the upper right corner of the page and select 'Access Change Request'. Update the SAAR and enter a narrative to describe requested changes, read and acknowledge the User Agreement and click 'Sign and Submit Account Change Request' button to complete the submission.

Contact us

To report an issue, ask a question, or submit suggestions for improvement to software may be made by active users within PDREP-AIS by hovering over the 'Help' link on the PDREP-AIS main menu or selecting the web master email link located at the bottom of every PDREP-AIS webpage.

Additional contact information is below if you do not have an active PDREP-AIS account:

NSLC Portsmouth Help Desk
Commercial Phone: 207.438.1690 / DSN 684.1690
FAX: 207.438.6535 / DSN 684.6535
E-Mail: WEBPTSMH@navy.mil

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

Additional Resources available on the NSLC Portsmouth Homepage

In order to aid PDREP-AIS users, reference these additional resources as needed:

FAQ – On the PDREP website under References, the Frequently Asked Questions page gives quick answers to the most commonly received inquiries. Your question(s) may be easily answered there.

Guides & Manuals – This area of the PDREP website (under References) houses the PDREP-AIS' technical documents. These comprehensive guides serve to offer directive on operational tasks and enable users to pinpoint or problem solve without expert assistance. These manuals do not instruct on policy or process and are instead stepwise instructions on using the PDREP-AIS application. Relevant process and policy are however referenced in the beginning of each of these manuals.

Online Training – Computer-based distance learning may be accessed through the Reference fly-out of the PDREP website. Instruction takes place remotely via instructor-led directive, module simulation, video-conferencing, application demonstration, or recorded lesson.

FAQ, User Guides and Online Training are also accessible within PDREP-AIS by hovering over the 'Help' link located at the top left of each application page.

1 ACCESS LEVELS

Access to the functionality of the SAA application is determined by the User's Access Level. PDREP has several Access Levels for SAA:

Role	Functions
No Access	If a user does not have access to the PDREP-SAA application, the program link will not appear on the user's PDREP Main Menu.
View Access	Access to view all SAA records. User cannot create new records, or edit existing records.
Non-Management	Access to Create New SAA Records, run a SAA Report, view SAA Files and run a SAA ad hoc. Can only modify records the user has created as long as their primary or secondary DoDAAC on their user profile match the previously entered SAA records. Record deletion is not permitted.
Management	Access to Create New SAA Records, run a SAA Report, view SAA Files and run a SAA ad hoc. Can modify any record as long as their primary or secondary DoDAAC on their user profile match the previously entered SAA records. Record deletion is permitted for records with the same parameters as is record modification.
Full Access	Access to all capabilities and records in the PDREP-SAA application. Reserved for the NAVSEA 05R SAA Program Manager and PDREP administrators.

Table 1

2 ACCESSING THE SAA MODULE

A. Once the user has logged in, hover over the 'Supplier Audit & Assessment (SAA)' link on the left side of the PDREP Main Menu (see **Figure 2.1)**. Upon hovering over the link, the SAA fly-out menu will appear.

B. Click on the desired section of the SAA module to enter.

C. Not all options on the PDREP Main Menu are available to all users. You must have permission to access the SAA module in your profile or the module link will not be visible. Depending on the user's access level, not all of the options shown may be listed.
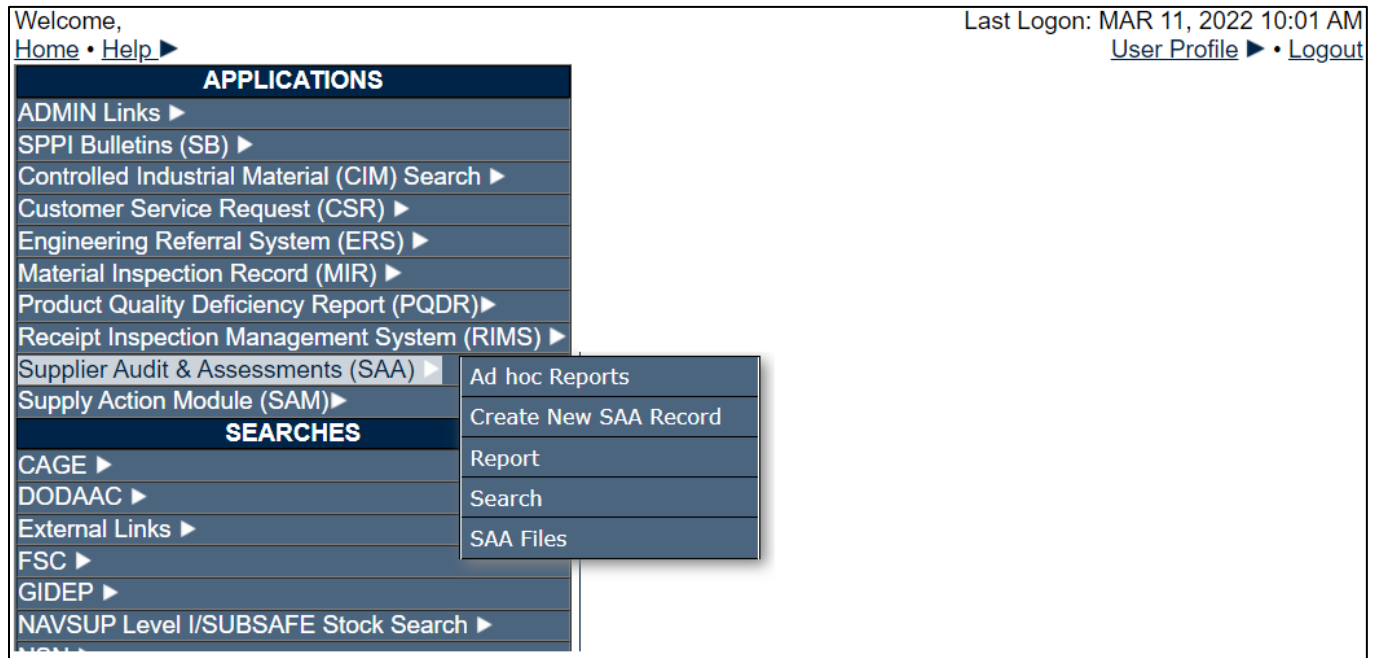
Figure 2.1

NOTE: *If PDREP records including SAA have been accessed within the past 24 hours, a list of recently accessed records will appear on the right-hand side of the PDREP main menu. This is not pictured in* **Figure 2.1**.

3 SAA SEARCH

3.1 Finding SAA Records

A. After hovering your cursor over the Supplier Audit & Assessments (SAA), the 'Search' link will appear in the fly-out menu to the right (see **Figure 3.1**).

B. When loading this page, the DoDAAC field will be automatically populated with the primary DoDAAC associated with your user profile (see **Figure 3.2**).
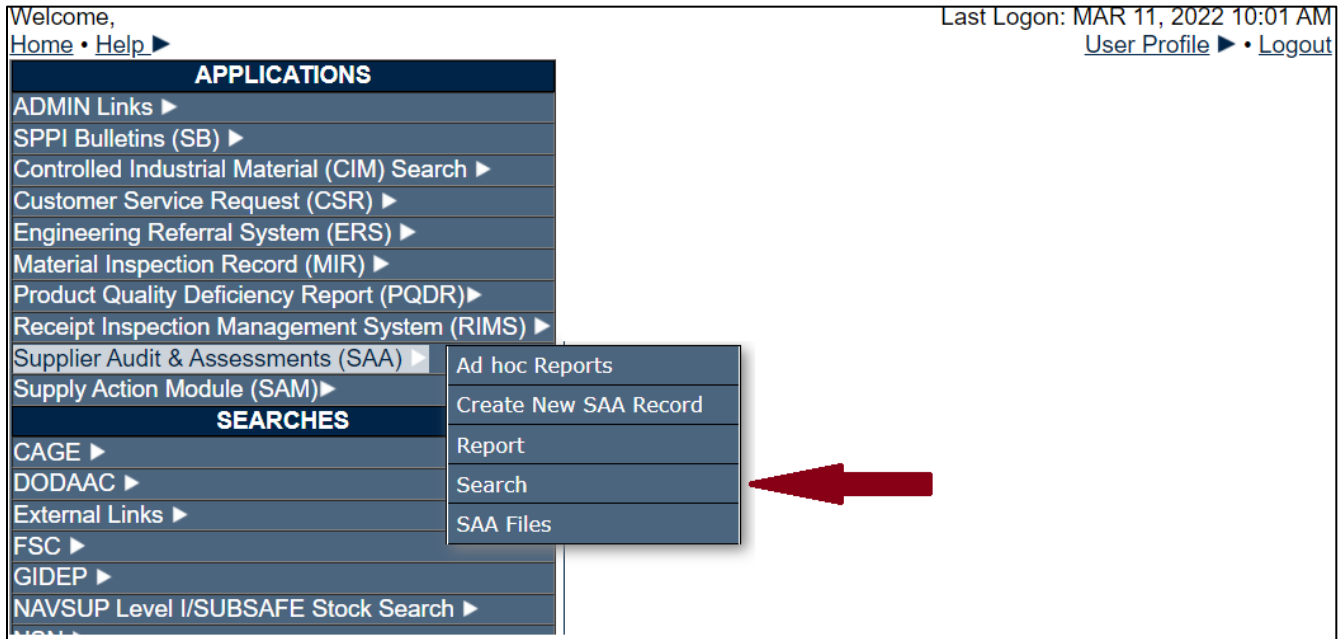

Figure 3.1

Figure 3.2

C. Fill in a CAGE Code if desired. If the company name is known but the CAGE is not, use the 'Lookup' button to initiate a CAGE search (see **Section 3.2**).

D. Click the 'Search' button to view records meeting the search criteria (see **Figure 3.3**).

| SAA Search | Create New SAA Record | SAA Report | SAA Files | SAA Ad Hoc Reports |

Supplier Audit & Assessments

Instructions
1. 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: [ ] [Lookup]
DODAAC: [N39040]

[Search]
Total number of rows: 12
List Download: Click here to download data in spreadsheet

Status	History & Corresp.	CAGE Code	Audit ID	Date Audited	Edit	Delete	Attachment	Send Email
Complete	View	PDREP	N39040-20220001	04/19/2022	Edit	Delete	Attachment(s)	Send
Complete	View	PDREP	N39040-20200005	09/19/2020	Edit	Delete	Attachment(s)	Send
Complete	View	PDREP	N39040-20200004	04/04/2020	Edit	Delete	Attachment(s)	Send
Complete	View	14632	N39040-20200003	04/08/2020	Edit	Delete	Attachment(s)	Send
Complete	View	81316	N39040-20200002	04/09/2020	Edit	Delete	Attachment(s)	Send
Draft	View	14632	N39040-20200001	04/06/2020	Edit	Delete	Attachment(s)	Send
Complete	View	NMQAO	N39040-20190001	05/02/2019	Edit	Delete	Attachment(s)	Send
Complete	View	71905	N39040-20180001	06/25/2018	Edit	Delete	Attachment(s)	Send
Draft	View	CPARS	N39040-20170002	05/24/2017	Edit	Delete	Attachment(s)	Send
Complete	View	CPARS	N39040-20170001	05/03/2017	Edit	Delete	Attachment(s)	Send
Complete	View	71905	N39040-20160001	05/11/2016	Edit	Delete	Attachment(s)	Send
Complete	View	08379	N39040-20130001	10/08/2013	Edit	Delete	Attachment(s)	Send

Figure 3.3

Within the result-set, there are various hyperlinks available:

- **History and Correspondence:** 'View' link – see **Section 5.1** of this guide.
- **Audit ID:** Click on the 'Record Control Number' of the record to view the record in a read-only state where editing is not permitted.
- **Edit:** Opens the record in a state where it may be edited – see **Section 4** regarding the creation of a SAA record as the same rules apply to editing an existing record.
- **Delete:** Allows for deletion of the selected SAA record. – see **Section 5.3**.
- **Attachment(s):** Opens the attachment directory of the selected SAA record – see **Section 5.2**.
- **Send Email:** 'Send' link – see **Section 5.1** of this guide.

3.2 CAGE Lookup

A. As mentioned in **Section 3.1**, click the 'Lookup' button on the SAA Search page to initialize a CAGE Search.

Lookup CAGE

Instructions
1. To search for an existing CAGE Code, enter one of the following:
   a. CAGE Code (must be A/N or #)
   b. Contractors Name (must be A/N)
2. Click Search
3. Select a CAGE Code by clicking corresponding Select CAGE Code
4. Click Cancel to return to previous screen

Code FOR: CAGE
Code:
Name: SAA User Guide Example
Search   Cancel

Figure 3.4

B. Type the desired company name and click 'Search'. A result-set of CAGEs matching the criteria is displayed (see **Figure 3.5**). The 'Cancel' button returns to the previous page; the 'Add New CAGE' button is described in **Section 3.2**.

Lookup CAGE

Instructions
1. To search for an existing CAGE Code, enter one of the following:
   a. CAGE Code (must be A/N or #)
   b. Contractors Name (must be A/N)
2. Click Search
3. Select a CAGE Code by clicking corresponding Select CAGE Code
4. Click Cancel to return to previous screen

Code FOR: CAGE
Code: PDREP
Name: PDREP CO
Search   Cancel

CAGE Code	Company Name	Address	City	State	Select	
PDREP	PDREP CO	NSLC PORTSMOUTH	PORTSMOUTH	NH	Select CAGE Code	View

Figure 3.5

C. To use a CAGE from this result set in an SAA search, click the 'Select CAGE Code' button. When selected, the CAGE will be populate the CAGE box on the search page (see **Figure 3.6**).
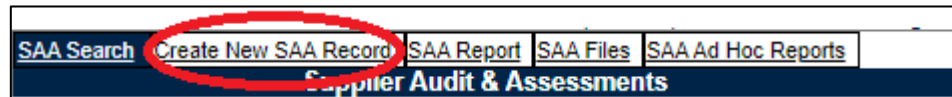
Figure 3.6

4 ADDING & EDITING SAA RECORDS

This section describes the perspective of creating a brand new SAA record, however if a record is being edited the same rules and features are similarly applicable.

4.1 Functions & Features of the Base SAA Record

To add new record, click the 'Create New SAA Record' link from the fly-out on the main menu (see **Figure 2.2**), or if already in the application, the 'Create New SAA Record' tab (see **Figure 4.1**).

Figure 4.1

The SAA – Add Record page (aka Input Audit page) (see **Figure 4.2, Figure 4.6, Figure 4.7**) will appear. Fill in the data as relevant and as described in subsequent sections in this guide and save the record when complete.

Figure 4.2

NOTE: *Fields notated by an '(M)' indicate a mandatory field. '(D)' indicate a field is mandatory to save the record as a draft.*

Figure 4.2 Data Fields

- **(M) CAGE Code:** The CAGE code of the contractor or being audited. See **Section 3.2** for additional information.

- **(M) Audit Type:** Allows user to select type of audit performed from a drop down list.
    1. **JSA:** Joint Supplier Audit Program
    2. **MPR:** Manufacturing Process Reviews
    3. **NDT:** Non-Destructive Test
    4. **PAS:** Pre-Award Survey
    5. **QMS:** Quality Management System
    6. **SAA:** Supplier Audit & Assessment [Default]

- **(D) Date Audited:** Date audit was completed or is scheduled.

- **(D) Audited By:** Name of Individual who performed SAA audit.

- **(D) Phone:** The telephone number of the auditor.

- **Fax:** The FAX number of the auditor.

- **(M) DCMA Participated?:** User selects if DCMA participated in the audit from a drop down list (Yes/No).

- **DCMA Audit?:** Check box if DCMA conducted the audit (see **Section 4.4**).

- **Applicable Contract:** The contract for which the audit is being conducted.

- **(M) Supplier Personnel Contacted:** Record the corresponding data in the fields below for the supplier personnel contacted as listed by the auditor. At least one row of this data is required.
    1. (M) Name
    2. (M) Title
    3. (M) Phone
    4. (M) Fax

- **(M) Process List:** Select from the list the process that is being audited. For SAA Checklist & Procedures, see **Section 8**.

- **(M) Inspection System Indicator:** Check at least one type inspection system being audited or enter the type of inspection system if it is different from those listed.
    1. ISO 9000
    2. MIL-I-45208
    3. MIL-Q-9858
    4. Other: Fill in if relevant

- **(M) Calibration System Indicator:** Check at least one type calibration system being audited or enter the type of calibration system if it is different from those listed.

1. ISO 10012
2. ANSI Z540
3. MIL-STD-45662
4. Other: Fill in if relevant

Figure 4.2 Buttons

- **Save:** Saves the record.
- **Add/View Attachments:** Brings the user to the Attachments page. See **Section 5.2** for additional information on attachments.
- **Save Draft:** Saves the record as a draft.
- **Cancel:** Returns to the previous page.
- **Lookup** (CAGE)**:** See **Section 3.2**.
- **List DCMA Reps:** If DCMA Participated = Yes, associated DCMA Rep with the CAGE will be automatically pulled and their Name, Phone Number and Email will be auto-filled (see **Figure 4.3**).

Figure 4.3

- **Add Process:** Will add the selected SAA Audit Process to the record.
    1. Select from the list box the relevant process that has been audited.
    2. Click the 'Add Process' button.
    3. See **Figure 4.4** – additional fields associated with the selected process are initialized.

Figure 4.4

13

Figure 4.4 Data Fields

- **Process Audit Date:** Date the particular process was audited as part of the SAA audit.

- **Result:** Select the relevant Result:

  1. Not Applicable

  2. Partial

  3. Satisfactory

  4. Unsatisfactory

  5. Pending

  6. Subcontracted out

- **SubContractor CAGE:** If the process is one that was sub-contracted, input the CAGE associated with the Subcontractor. Use the 'Lookup' button as described in **Section 3.2** to find the relevant CAGE, or if the Subcontractor does not have a CAGE following a search, refer to **Section 4.2**.

  1. Click the 'Save New Processes' button to add it to the record.

  2. Click the 'Cancel Add' button to go back and not add the selected process.

  3. Once added, 'Edit' and 'Delete' buttons will be visible that allows for editing the Date/Result/Subcontractor CAGE, or deleting the process from the audit (see **Figure 4.5**).

Process(es)	Process Audit Date	Result	SubContractor CAGE	Edit	Delete
03-NON-DESTRUCTIVE TESTING	06/11/2020	SATISFACTORY		Edit	Delete

Figure 4.5

Figure 4.6

Figure 4.6 Data Fields

- **(M) Supplier Product/Capability Overview:** Text field where user enters general purpose for audit.

- **(M) Auditor Overall Assessment:** Text field for auditor to summarize the assessment of the audit.

- **(M) Audit Results:** User indicates if audit results are SAT or UNSAT.

- **Applicable Corrective Action Report Number:** Corresponding CAR numbers can be entered if applicable.

- **Response Due Date:** Date selected for which CAR action is required.

- **(M) Follow-up Required?:** User selects if follow up is required from audit.

- **(M) Deficiency(ies) Requiring Corrective Action:** Text field for auditor to detail any deficiencies in need of corrective action.

Figure 4.7

Figure 4.7 Data Fields

- **(M) Corrective Action Complete?:** User indicates if Corrective Actions are complete.

- **ALERT – Indicate Systemic Problem:** Initialize a SAA Alert upon saving the record. See **Section 6** for more information on SAA Alerts.

- **Alert Date:** Date for the SAA Alert; will be auto-filled when the record is saved and has the SAA Alert Checkbox selected.

- **Alert Reason:** Text field for auditor to provide detailed reasons for the alert.

- **Auditor's Note:** Text field where user can add relevant notes.

NOTE: *The buttons present on the bottom of the SAA record are identical in functionality to those described in Section 4.1.C.*

4.2 Add a Subcontractor CAGE

Occasionally, during the audit process, a subcontractor or company that does not have an official CAGE is encountered. Since these companies do not have a CAGE, the creation of a placeholder CAGE is permitted.

Creation of a placeholder CAGE adds the company to the PDREP CAGE listing as an unofficial value that starts with a '#' – this code is only used for record creation purposes in PDREP and should not be used as an actual CAGE for other purposes. It is just a way to record a company relevant as a subcontractor that does not have a CAGE.

A. Prior to adding a Placeholder CAGE, verify that the company does not have a CAGE (real or placeholder previously created) by searching the company in the CAGE Search. Follow the instructions provided in **Section 3.2**.

B. Once it is validated that there are no existing placeholders for the company, the process can continue.

1. Click the 'Lookup' button next to a CAGE Code field (see **Figure 4.2, Figure 4.3**).

2. The Lookup CAGE Code form displays (see **Figure 4.8**).

Lookup CAGE

Instructions
1. To search for an existing CAGE Code, enter one of the following:
   a. **CAGE Code**
   b. **Contractors 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

Code FOR: CAGE
Code:
Name:

Search   Cancel   Add New CAGE

Figure 4.8

C. To create a PDREP placeholder CAGE:

1. Click the 'Add New CAGE' button on the Lookup CAGE screen (see **Figure 4.8**).

2. A screen will load that will allow for filling in basic information about the company (see **Figure 4.9**).

Figure 4.9

3. Enter the information and click 'Add'. Verify that all information is correct before clicking 'Add'.

4. After clicking 'Add', the new Placeholder CAGE will be displayed auto-filled into the field next to the 'Lookup' button that was initially clicked.

5. Subsequent CAGE Lookups for the company submitted will include this Placeholder CAGE if it is forgotten.

4.3 Save Audit as Draft

To save an audit as a draft, click the 'Save Draft' button at any time. Clicking the 'Draft' button marks the record as a draft in the Status field visible on the SAA Search page (see **Figure 3.3**) and saves all the data on the page without a complete check of the mandatory fields on the page. Only fields marked with a '(D)' are required in order to save the record as a draft. See **Section 4.1** for full field descriptions.

4.4 Save a Completed Audit

- To complete an audit, all fields marked by the '(M)' mandatory indicator (see **Section 4.1**) are required. Additionally, the use of the 'Save' button vice the 'Save Draft' button will indicate that the record is complete. If any fields are not filled out with proper data, when the 'Save' button is clicked an error message(s) will display to assist with filling out the record.

- When editing an existing completed audit, it is important to validate that the 'Save' button is clicked vice the 'Save Draft' button when done, as to have the audit record not be placed in Draft status.

5   ADDITIONAL SAA FUNCTIONALITY

5.1 SAA History and Correspondence

A. To view history of a SAA record click on the 'View' link in the History and Correspondence column (see **Figure 5.1**). The SAA History page will display.

SAA History					
Date Released	**From Activity**	**To Activity**	**Contact**	**Correspondence**	**Message**
01/03/2022	N45112			CREATE SUPPLIER AUDIT	

Cancel

Figure 5.1

This history page will display the points at which the record was saved as draft, as well as any messages sent via the Correspondence feature. Click the 'Cancel' button to return to the SAA Search page.

B. To send messages via the Correspondence feature, click the 'Send' link associated with the record on the SAA Search page. The Send Message page will display (see **Figure 5.2**).

Send Message

Instructions

1. **Enter** recipients email address in the TO field and click on **Add Recipient**.
2. (Optionally) Select an activity from **Select TO/CC Recipient Activity:** list, select an email address from the list displayed, click **Add Recipient** or **Add CC Recipient** button.
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 Recipient

Select TO/CC Recipient Activity: <SELECT> ▼

CC: [   ] Add CC Recipient

(M) Choose Correspondence Type: SEND A GENERAL MESSAGE ▼

Type Message: [   ]

Send   Back

Figure 5.2

C. Select a To/CC Recipient Activity and then a user from the subsequent list. Once selected, add the user to the To/CC list by clicking the 'Add Recipient' or 'Add CC Recipient' buttons respectively.

D. Choose a Correspondence Type. Options are:

1. Send a General Message [default]

2. Request QAR to Complete Audit

3. Notify Company POC of Audit Findings

4. Request Update from Company POC

5. Notification of Completed Corrective Actions

6. Send Tracer Regarding Audit Status

E. Type a message to be sent as the email message body.

NOTE: *Regardless of choice of correspondence type and message typed in, the selections will be retained in the database and will be visible on the history page.*

5.2 Adding & Viewing Attachments

To upload an attachment, click the 'Add Attachments' button in the SAA - Add/Edit page (see **Figure 5.3**) or click 'Attachment(s)' link (see **Figure 3.3**) from the search results list.

Supplier Audit & Assessments - Input Audit

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/View Attachments   Save Draft   Cancel

(M) CAGE Code: [ ]   Lookup
(M) Audit Type: SAA - SUPPLIER AUDITS & ASSESSMENTS ▼
(D) Date Audited: [ ]

Figure 5.3

A. The Upload Attachment Listing screen displays (see **Figure 5.4**).

Figure 5.4

B. Click the 'Add Attachment' button to select a file to upload.

C. The Upload Attachment screen displays (see **Figure 5.5**).

Figure 5.5

D. Click the 'Choose File' button to select the file to upload and click the 'Upload' button. Up to three files can be uploaded at once. Once uploaded, the file will appear in a table (see **Figure 5.6**).

E. To add a description or comment click the 'Edit' button. Click the 'Delete' button to remove the attachment (see **Figure 5.7**).
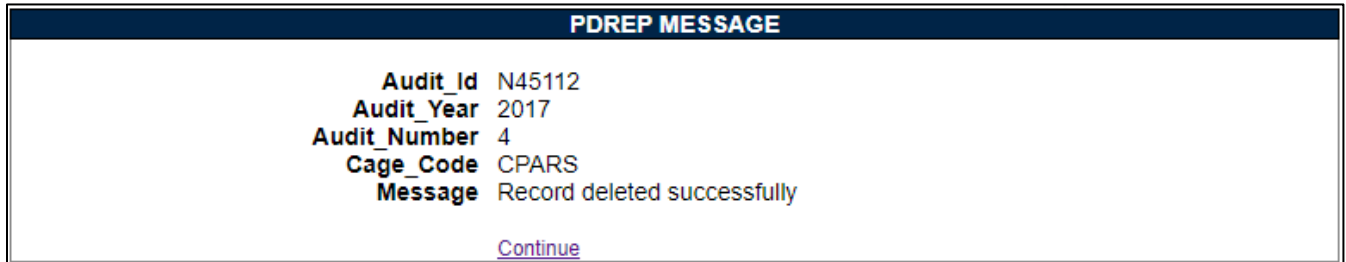

Figure 5.6

Figure 5.7

F. Add a description and comments if desired and click the 'Save Edit' button. Clicking the 'Cancel Edit' button will close these boxes.

5.3 Deleting an SAA Record

To delete an entire Audit, click the 'Delete' link (see **Figure 3.3**) for the record on the SAA Search page.

A. A message box will display asking for confirmation of the Delete. Select 'OK' to confirm, or click 'Cancel'.

B. If the deletion is confirmed, a PDREP Message will display indicating the record was successfully deleted (see **Figure 5.8**). Click the 'Continue' link to return to the SAA Search.

PDREP MESSAGE	
Audit_Id	N45112
Audit_Year	2017
Audit_Number	4
Cage_Code	CPARS
Message	Record deleted successfully
	Continue

Figure 5.8

6 SAA ALERTS

SAA Alerts are mass-distribution notifications that go to all PDREP users that have indicated that they wish to receive SAA Alerts.

NOTE: *Refer to NAVSEA 4855.38 Section 11 Part 'g' concerning the specific process and procedure used to identify an instance where a SAA Alert is warranted.*

To request to be a recipient of SAA Alerts, follow the instructions as indicated in the introduction of this user guide regarding requesting additional access to the PDREP-AIS.

6.1 Creating an SAA Alert

Check the 'Alert - Indicate System Problem' checkbox (see **Figure 6.1**), validate that all data is correctly entered on the record, provide an Alert Reason, and save the record.

Once saved, the user is automatically navigated to an Email screen (see **Figure 6.2**) that is used to distribute the SAA Alert.

Figure 6.1

Figure 6.2

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

    A. Click the 'Send Mail' button to forward the email to all recipients listed in the 'To:' or 'CC:' block.

    B. Click the 'Print' button to print the screen.

    C. Click the 'Back' button to return to the previous screen without sending the email.

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

7 SEARCHING THE SAA DATABASE

7.1 SAA Report

The SAA Report functionality allows for searching the SAA database for records (audits) meeting certain designated criteria (see **Figure 7.1**).

Access the SAA Report via the SAA Report fly-out on the main menu (see **Figure 2.1**) or the tab if already in the application (see **Figure 7.1**).

Fields used in the SAA Report as search criteria are:

- **(M) Start Date & End Date:**

- **CAGE Code:**

- **Audit Activity (DoDAAC):**

- **Alert Only:** If checked, will only pull audits that contain an SAA Alert that meet the rest of the criteria.

- **(M) Audit Status:** Option is present to show pending audits if desired, or to select completed audits meeting specific results for the audit itself or on a process-level basis:
    1. Audit Results:
        i. Satisfactory
        ii. Unsatisfactory

    2. Process Results:
        i. Satisfactory
        ii. Unsatisfactory
        iii. Not Applicable
        iv. Partial

- **(M) Process Instructions:** Default option selects all processes. This is recommended unless the data pull desired is to be looking at only specific processes only.

Supplier Audit & Assessments - 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: 05/20/2019   **(M) End Date:** 05/20/2022

CAGE Code: **Audit Activity(DODAAC):** N39040

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 L
02 - HYDROSTATIC TESTING
03 - NON-DESTRUCTIVE TESTING
03 ADM - Administration
03 ET - Electromagnetic Testing
03 MT - Magnetic Particle Testing
03 PT - Liquid Penetrant Testing
03 RT - Radiographic Testing
03 UT - Ultrasonic Testing
03 VT - Visual Testing

Add Processes >>

<< Delete Processes

No columns selected

Run Report

Figure 7.1

Click 'Run Report' button at the bottom of the page. The system will return audits based on the criteria selected.

Results can be exported to excel and have the following columns of data:

- Audit ID
- CAGE Code
- Company Name
- Audit Date

- Process Number
- Process Result
- Audit Result
- Corrective Action Complete

7.2 SAA Ad Hoc

The Ad Hoc tool is a powerful query tool that allows for customized data pulls based on any number of different combinations of data columns and custom criteria.

A. Accessing the SAA Ad Hoc

1. To access the SAA Ad hoc report, click the 'SAA Ad Hoc Reports' tab in the SAA module.

2. It can also be accessed via the fly-out link from the main menu (see **Figure 2.1**). **Figure 7.2** illustrates the default display of the SAA Ad hoc Report interface.

Figure 7.2

B. Using SAA Ad Hoc

1. Please refer to the Product Data Reporting and Evaluation Program (PDREP) Ad hoc Search Tool User Guide for assistance using the SAA Ad hoc Tool.
2. The Product Data Reporting and Evaluation Program (PDREP) Ad hoc Search Tool User Guide can be located at: https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm (see **Figure 7.4**) or can be found by clicking the User Guides option under the Help menu at the top of any PDREP window (see **Figure 7.3**).
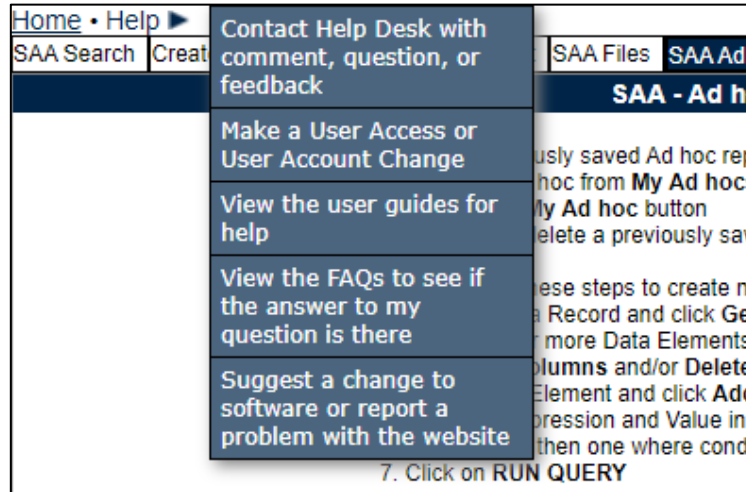
Figure 7.3
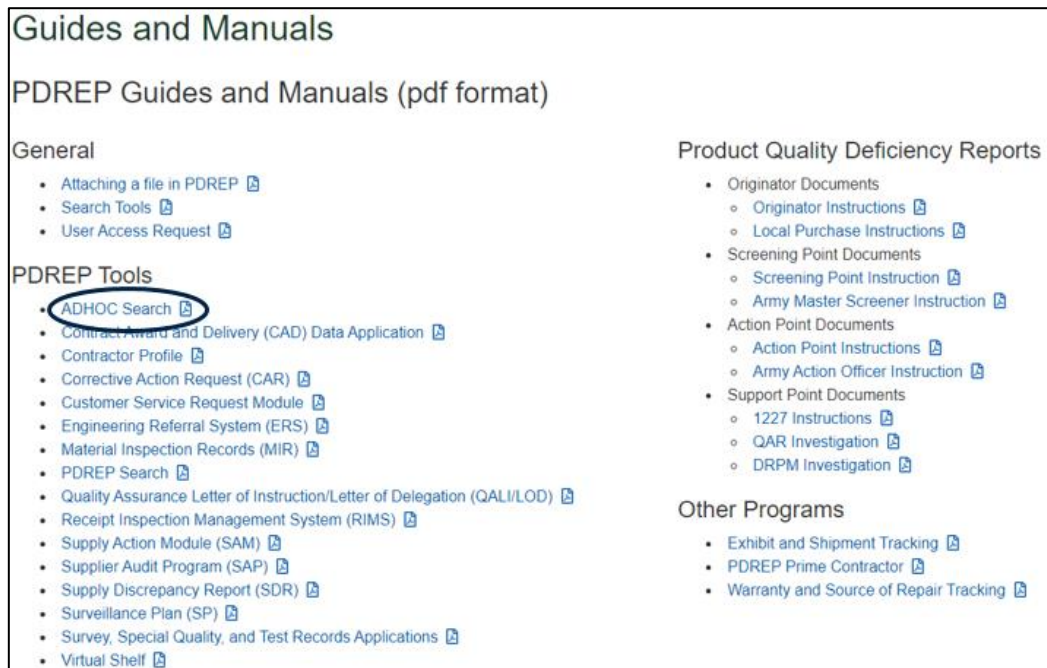
Figure 7.4

8 SAA FILES

The SAA Files page contains reference material for the SAA Program as well as the SAA Checklists used when performing a SAA Audit. Specifically:

- SAA Process Audit Cover Sheet
- NAVSEA Instruction 4855.38 – Supplier Audit & Assessment
- Current SAA Checklists in PDF and DOC format

After clicking the 'SAA Files' fly-out link (see **Figure 2.2**) or the tab if already in the application (see **Figure 8.1**), the SAA Checklists and Procedures page will appear.

SAA Search	Create New SAA Record	SAA Report	SAA Files	SAA Ad Hoc Reports		
SAA Checklist and Procedures						
SAA Process Audit Cover Sheet					PDF	
NAVSEA INSTRUCTION 4855.38- SUPPLIER AUDITS & ASSESSMENTS					PDF	
Checklist						
No.	Report Name				(PDF)	(DOC)
1.	Metallurgical/Chemical Laboratory Testing				PDF	DOC
2.	Hydrostatic Testing				PDF	DOC
3.	Non-destructive Testing (Discontinued)				PDF	DOC
	Non-destructive Testing - ADM				PDF	DOC
	Non-destructive Testing - MT				PDF	DOC
	Non-destructive Testing - VT				PDF	DOC
	Non-destructive Testing - RT				PDF	DOC
	Non-destructive Testing - ET				PDF	DOC
	Non-destructive Testing - PT				PDF	DOC
	Non-destructive Testing - UT				PDF	DOC
3L.	HII/EB NDT Lite				PDF	DOC
4.	Calibration				PDF	DOC
5.	Inspection and Testing				PDF	DOC
6.	Material Control (Including Level 1/Subsafe)				PDF	DOC
7.	Document and Data Control				PDF	DOC
8.	Painting and Surface Preparation				PDF	DOC
9.	Control of Suppliers/Subcontractors Flowdown of Customer Requirements				PDF	DOC
10.	First Article, Factory acceptance and Individual Acceptance Testing				PDF	DOC
11.	Receiving Inspection				PDF	DOC
12.	Non-conforming Material Control				PDF	DOC
13.	Component/System Cleanliness				PDF	DOC
14.	Torque				PDF	DOC
15.	Supplier Control of Objective Quality Evidence and Material Traceability				PDF	DOC
16.	Packaging and Preservation				PDF	DOC
17.	Final/Ship Out Inspection				PDF	DOC
18.	Electrical Testing				PDF	DOC
19.	Flame Spray				PDF	DOC
20.	Customer Contract/Purchase Order Review				PDF	DOC
21.	Internal Quality Audits				PDF	DOC
22.	Welding				PDF	DOC
22L.	HII/EB Welding Lite				PDF	DOC
23.	Heat Treat				PDF	DOC
24.	Plating				PDF	DOC
25.	Soldering Controls				PDF	DOC

Figure 8.1

GLOSSARY

Audit ID: Ten position alphanumeric identification number consisting of a six-digit DoDAAC, or a five-digit CAGE code proceeded by a 0 (zero), a four-digit year (yyyy) and a three-digit serial number. This is also referred to as a Report Control Number (RCN) in typical PDREP terms.

Audit Lead: Activities that have audit responsibilities identified by NAVSEA. To determine who is the Team Lead refer to the SAA Shared Supplier List maintained by NAVSEA 06P. A link to the list is available by contacting NAVSEA 06P.

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

DODAAC: Department of Defense Activity Address Code.

SUMMARY

This concludes the Supplier Audit and Assessment (SAA) user guide.

Content provided within this document is maintained by the Product Data Reporting and Evaluation Program under the guidance of Naval Sea Logistics Center Portsmouth's Deputy Functional Manager and the Automated Information System Manager.
The SAA user guide is intended to be used as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments or concerns regarding the SAA module or this guide should be directed to the PDREP Customer Support Desk.

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