

DDC CSI CDCS Guide

Document identification: CDCS complaints should be received as Type 5, 8, or 9's and discrepancy code is coded Q7. Page #1 comments should state CSI Inspection IAW DDC Letter, the following step may simplify the complaint resolution.

These steps are provided for assistance only.

- 1. Review complaint for evidence of initiation as a result of the DDC CSI initiative.**
- 2. Select CTDF Option A second screen field 69. Ensure that SPC 03 is present. This is the key indicator that the NSN is considered a Critical Safety Item.**
- 3. Inquire in the DSCR Elk Net under DSCR organizations to select to view Technical Oversight & Product Assurance Division (VG), [Critical Safety Item](#) NSN's. This link will open, the CSI spreadsheet that contains the current list of the Navy approved sources and date approved.**
- 4. Ensure that the NSN depicted in the CDCS complaint is listed in the spreadsheet. If NSN is present, the data depicted in the appropriate columns is the data considered current from a Navy perspective.**
- 5. If the Suspended NSN is NOT listed on the most current Critical Safety List Spreadsheet, complete the CDCS record by stating that the NSN is not CSI, no action is required. Return the material to Ready for Issue stock.**
- 6. If the NSN IS on the most current Critical Safety Item Spreadsheet but the depot did NOT include Cage, Part Number and any additional data required to make serviceability decision, contact depot and request any additional information deemed necessary. Provide disposition for closure**
- 7. If the NSN IS on the most current Critical Safety Item Spreadsheet and the Source of Supply and / or Part Number is not in question (awarded to an approved source). The Quality Assurance Specialist of record must complete the CDCS document and state cited material was manufactured by an approved source. Return stock to condition code "A" ready for issue. Close document to the appropriate DDC or transfer to TDR at DDRV.**
- 8. If the QAS cannot validate material was procured from an approved source or has no traceability to any bare item marking, QAS will coordinate the appropriate disposal disposition instructions with the Item Manager or validate suspect stock through Product Verification Program, DSCR-VC . Satisfactory test results will be coordinated with NAVICP/FST to approve material's usage after validation.**
- 9. If it is determined that the material cannot be used and must be disposed of, mutilation is required. The CDCS record disposition code must be IY (Items Unsuitable, Destroy)**