

# Calibration Program Management Solution

## Job Aid

### CPMSJA030 – Validate CPMS Equipment Master Record

#### Purpose

Whenever an STTE is received by a calibration center, the data must be checked in DRMIS to ensure it is valid. This job aid documents the items to be checked as part of this validation. If any of the data is inaccurate, the applicable CDN should be contacted to correct the master record.

Click [here](#) to view the process flow, or [here](#) to begin a step-by-step guide for checking the EMR data.

#### Transaction Code

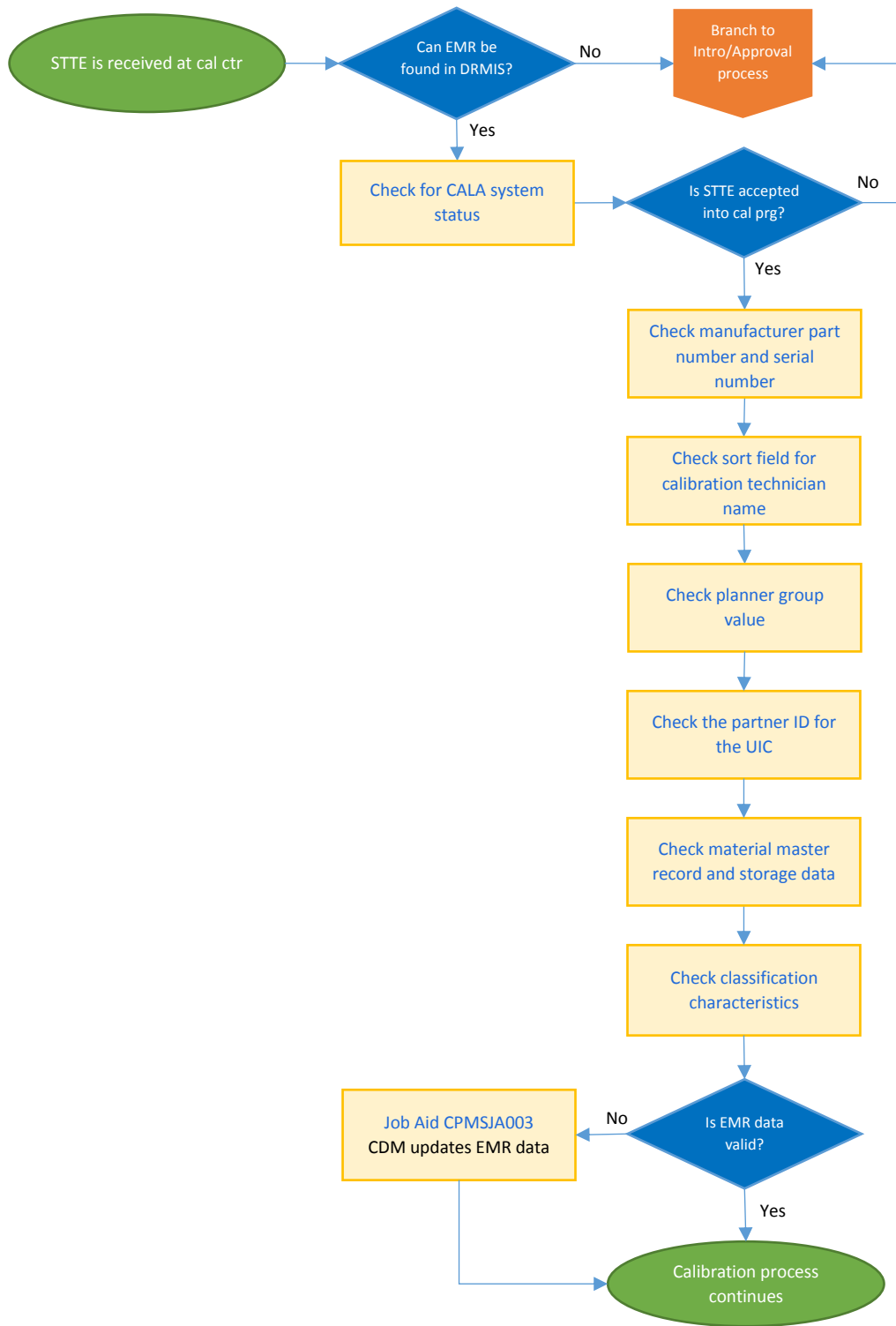
IE03

#### Contents

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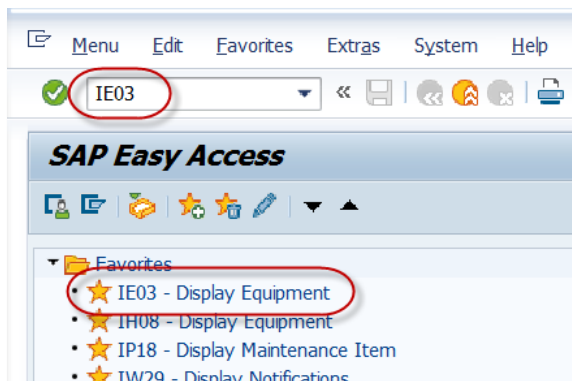
## Process Flow



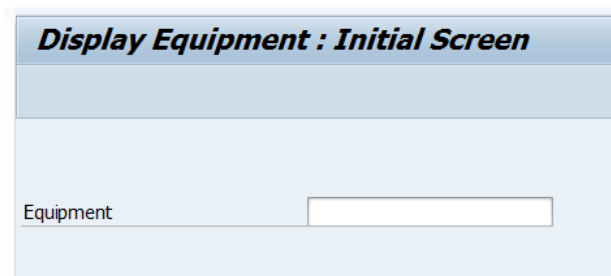
## Procedure

### 1. Check for CALA System Status

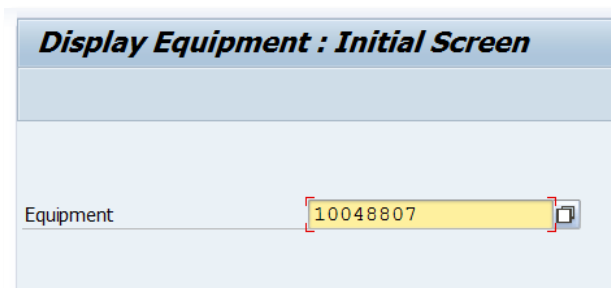
Execute transaction **IE03** by entering it in the *Command Box* and hitting  or by selecting it from your Favorites menu.



The *Display Equipment: Initial Screen* is shown.



Enter the number of the EMR you wish to display.



Click  or press  to continue.

The system will validate the entry and, if the number is valid, will display the equipment master record.

In the header area of the screen, check the data highlighted below.

Display Equipment : General Data			
Class overview Measuring points/counters			
Equipment	10048807	Category	Test/measurement equipment
Description	WRENCH,TORQUE		
Status	ESTO	OPER CALA FCAL CPNS	
Valid From	2018.11.20	Valid To	9999.12.31



The system status of the EMR should include CALA (CPMS Approved)

Move to the **General** tab to continue.

## 2. Check the Manufacturer Part Number and Serial Number

On the **General** tab, check the data highlighted below.

**Display Equipment : General Data**

Class overview Measuring points/counters

Equipment: 10048807 Category: Test/measurement equipment

Description: WRENCH,TORQUE

Status: ESTO OPER CALA FCAL CPNS

Valid From: 2018.11.20 Valid To: 9999.12.31

General Location Organization Structure User/Partner Data PRT data SerData C.

**General data**

Class: CPMS Calibration Program Management Solution

Object type: EQ0001 Test/Measure Default

AuthorizGroup:

Weight: 0.000 Size/dimension: Start-up date:

**Reference data**

AcquistnValue: 0.00 Acquisition date:

**Manufacturer data**

Manufacturer: QD3R250 ManufCountry:

Model number: Constr.yr/mth: /

ManufPartNo.: 09698

ManufSerialNo.: 99111

**a**

The manufacturer's part number

**b**

The manufacturer's serial number

Select the **Location** tab to continue.

### 3. Check the Sort Field

On the **Location** tab, check the data highlighted below.

The screenshot shows a software interface with several tabs: General, Location, Organization, Structure, User/Partner Data, PRT data, SerData, and C. The 'Location' tab is selected. Below the tabs is a section titled 'Location data' containing a table with the following fields and values:

Location data		
MaintPlant	1001	CFB Esquimalt FMF-CB
Location		
Room		
Plant section		
Work center		
ABC indic.		
Sort field	HARRISON FORD	

A red box highlights the 'Sort field' value 'HARRISON FORD'. A red callout bubble labeled 'a' points to this field.



The sort field contains the name of the technician who is normally responsible for the calibration.

Select the **Organization** tab to continue.

## 4. Check the Planner Group

On the **Organization** tab, check the data highlighted below.

The screenshot shows the SAP 'Organization' tab with the following data:

Responsibilities			
Planning plant	1001	FMF Esquimalt FMF-CB	
Planner group	CP3	FMFCB CAL CTR	
Main WorkCtr	FMF-CB	/ 1001	West Coast Production Area
Catalog profile			

Account assignment			
Company Code	0180	Dept Nat Def/Min	Déf Nat Ottawa
Asset		/	
Cost Center	3555AA	/ 0180	FMF CB - CO
WBS Element			

**a** The planner group represents the responsible calibration center.

The value of the planner group dictates how an unplanned calibration is handled:

- If the planner group represents your calibration center, you should process both the work order and notification.
- If the planner group represents another calibration center that has been rolled out in DRMIS and you are performing the actual calibration, you should only process the work order and the EMR's calibration center should process the notification.
- If the planner group represents another calibration that has not yet been rolled out in DRMIS, the calibration should be processed in TEMMIS only.

Select the **User/Partner Data** tab to continue.



## 5. Check the Partner ID for the UIC

On the **User/Partner Data** screen, check the item highlighted below.

The screenshot shows the 'User/Partner Data' screen with the following fields and options:

- User data:**
  - EAC: [ ]
  - ERN: [ ] - [ ] - [ ]
  - ERNLOC: [ ]
  - NSN: 5120 - 20 - A0D - 4083
  - Frame Id: [ ]
  - Compartment: [ ]
  - Go To: [ ]
  - Options:
    - ☒ Nowhere
    - ☐ Document Linking
    - ☐ Safety Registers
    - ☐ Engineering BOM
- Partners:**

Funct	Partner	Name	A	Address
ZU UIC - STE UTI...	10003553	VAN - Electrical		VANELEC, , ,

A red box with the letter 'a' highlights the first row of the 'Partners' table.

**a** Validate the partner ID which represents the utilizer of the STE

Select the **SerData** tab to continue.

## 6. Check the Material Master Record Number and Storage Data

On the **SerData** screen, check the data highlighted below.

The screenshot shows the **SerData** screen with the following data:

General	
Material	20-A0D4083: NSN
Serial Number	10048807
UII	
Resp. Plant UII	
Last SerialNo	10050882

Stock information	
Stock type	01 Unrestricted
Plant	1001 CFB Esquimalt FMF-CB
StorageLocation	0003 FMF CB CAL N/S
Stock batch	
Master batch	
Date L.GoodsMvt	2018.11.20
Owner of stock	

- a** The material master record (MMR) number, which includes the NSN/PSCN and NCAGE (where applicable)
- b** The plant and storage location that represents where the EMR was received

Select the **Classification** tab to continue.

## 7. Check the Classification Characteristics

On the **Classification** screen, check the data highlighted below.


The screenshot shows the 'Classification' screen with the following fields and values:

Field	Value
Last Calibration Date	2018.12.12
Is there a Cal Cert Attached?	No
Options Set on Instrument	
Name field in TEMMIS	
Next Due Date	2018.12.22
Recall Type	BASE RECALL
User	

A red box labeled 'a' points to the 'Next Due Date' field. At the bottom right, there are four icons: a green plus sign, a green minus sign, a green plus sign, and a green minus sign.

**a** Check all applicable characteristic data



Ensure you scroll using  to see all characteristics.

When finished, use  to exit the EMR.

For assistance with this or any other CPMS process, please contact your regional calibration center.

## Record of Changes

PDF Saved Date	Changes
February 28, 2019	New
July 17, 2019	Added table of contents and check for the planner group value