

Description of audits management on the web side (Document)

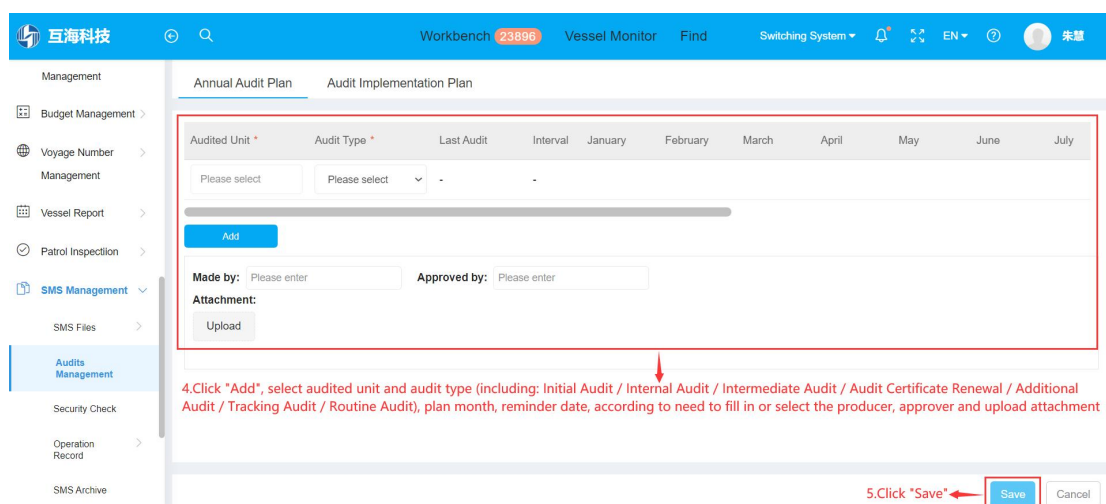
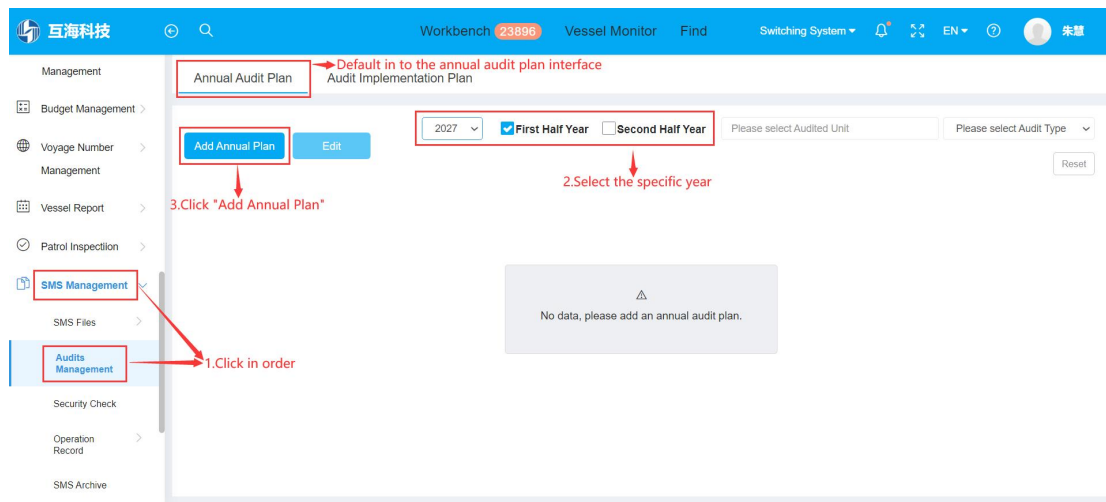
After logging in to the OLISS web side, users click “SMS Management → Audits Management” in order, audits management module include **annual audit plan** and **audit implementation plan**.

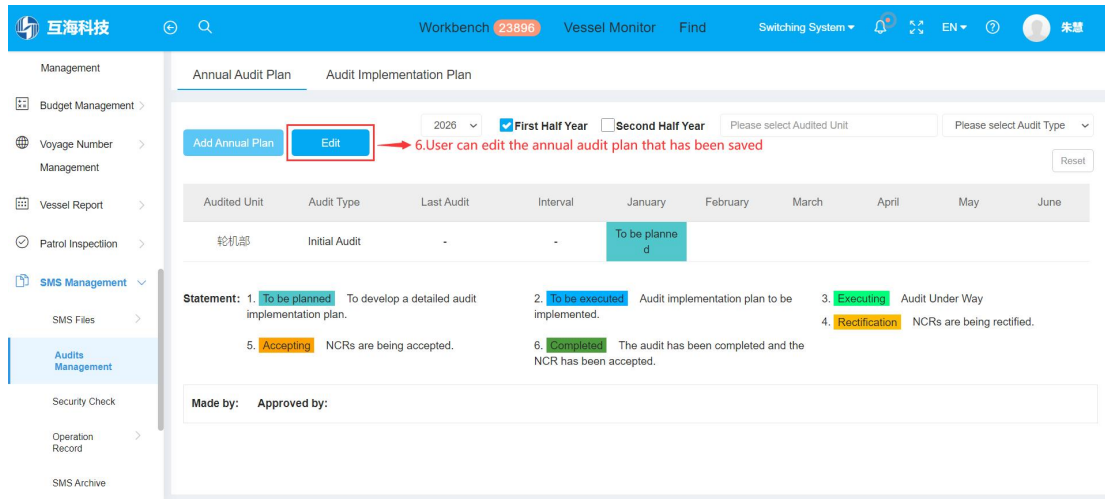
1. Annual Audit Plan

Click “Annual Audit Plan”, select the specific year, click "Add Annual Plan", then click "Add", select audited unit and audit type (including: Initial Audit / Internal Audit / Intermediate Audit / Audit Certificate Renewal / Additional Audit / Tracking Audit / Routine Audit), plan month, reminder date, according to need to fill in or select the producer, approver and upload attachment , finally click "Save".

User can edit the annual audit plan that has been saved.

Note: the same audited unit can only create one annual audit plan within one year of the same type. The audit type created will be removed from the audit type when the audited unit adds the plan again.



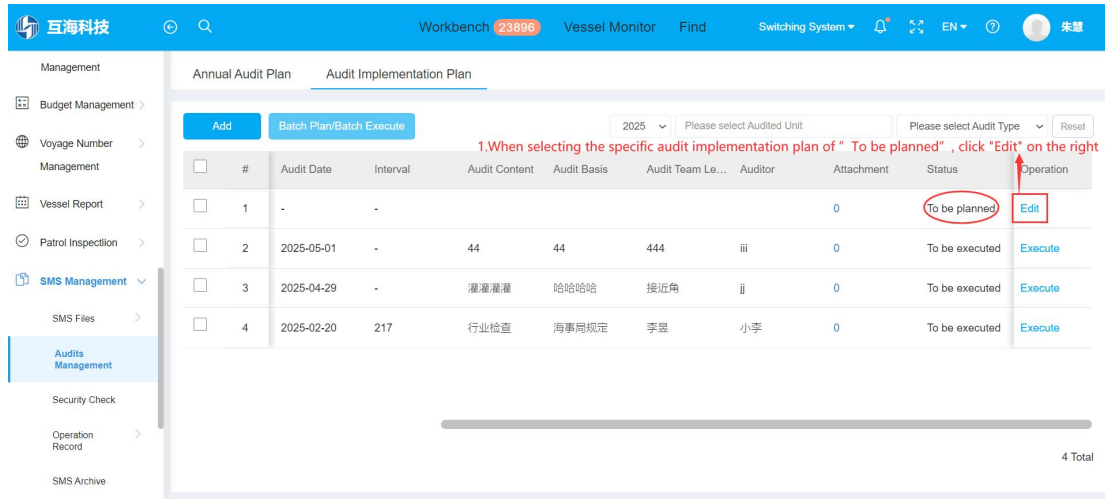


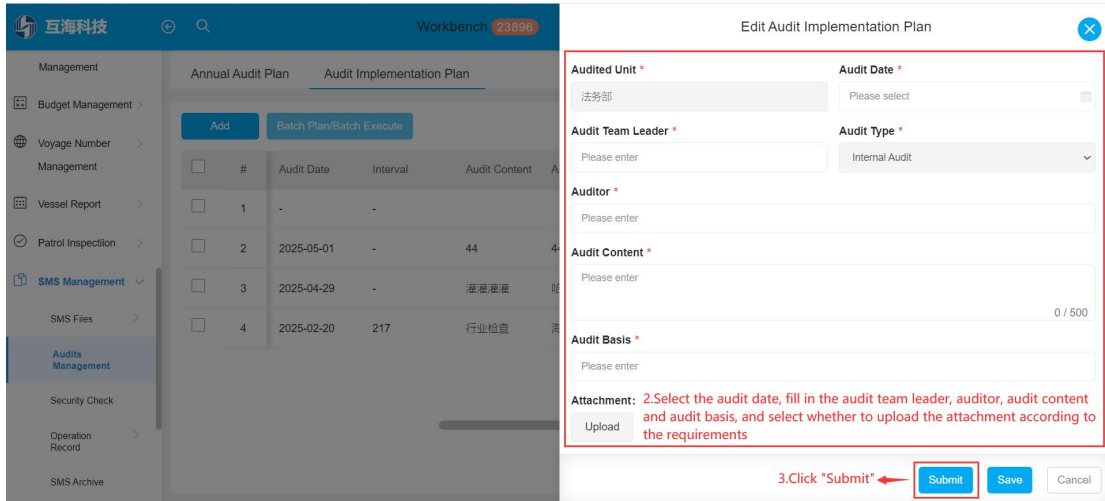
2. Audit Implementation Plan

Click "Audit Implementation Plan" to edit, execute, batch plan/batch execute, and add operations. On the audit implementation plan interface, the implementation plan status is divided into "To be planned", "To be executed", "Executing" and "Completed".

1. When selecting the specific audit implementation plan of "To be planned", click "Edit" on the right, select the audit date, fill in the audit team leader, auditor, audit content and audit basis, and select whether to upload the attachment according to the requirements, then click "Submit".

Note: The status of the submitted audit implementation plan is "To be executed".

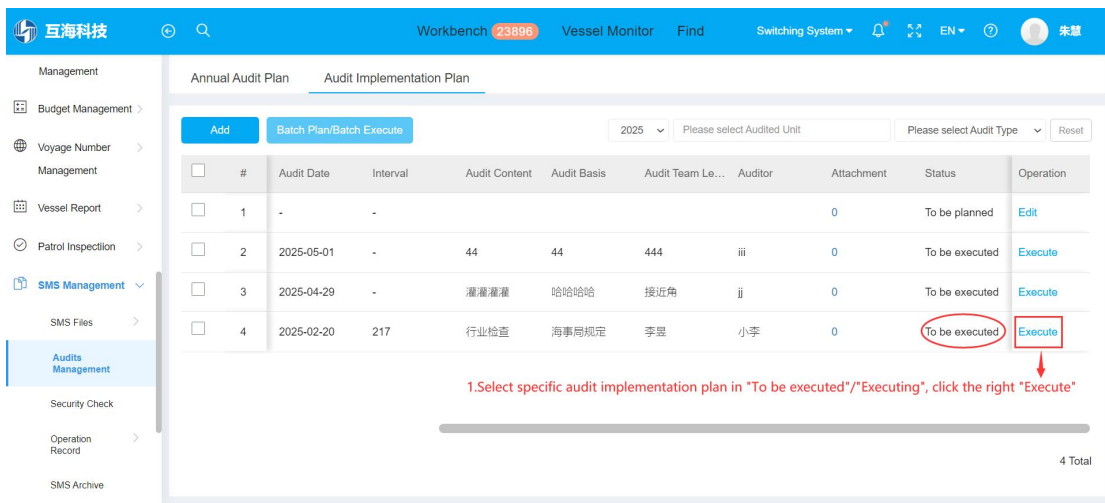




2. when selecting specific audit implementation plan in "To be executed"/"Executing", click the right "Execute", select the first meeting, closing meeting, upload the first meeting, closing meeting, audit check list, audit report and other attachment, fill in the audit results, add the NCR and issue list, finally click "Completed".

Note: After the audit status is "Completed".

In addition, the newly added NCR and issue lists can be viewed, executed, and accepted in the "SMS Management-Security Check" interface.



Management

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← Audit Implementation Plan Details

Record NCR Issue List Equipment Disqualification → Click to switch type

First Meeting * 2025-01-22 09:00 Attachment: 1 View/Upload Attachment

Closing Meeting * 2025-01-23 09:00 Attachment: 1 View/Upload Attachment

Audit Check List * Attachment: 1 View/Upload Attachment

Audit Report * Attachment: 1 View/Upload Attachment

Other Attachment Attachment: 1 View/Upload Attachment

Audit Result *
passed

3. Finally click "Completed"

Completed Save Cancel

3. When selecting the "Completed" specific audit implementation plan, the viewing operation can be performed.

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Annual Audit Plan Audit Implementation Plan

Add Batch Plan/Batch Execute 2025 Please select Audited Unit Please select Audit Type Reset

<input type="checkbox"/>	#	Audit Date	Interval	Audit Content	Audit Basis	Audit Team Le...	Auditor	Attachment	Status	Operation
<input type="checkbox"/>	1	-	-					0	To be planned	Edit
<input type="checkbox"/>	2	2025-05-01	-	44	44	444	iii	0	To be executed	Execute
<input type="checkbox"/>	3	2025-04-29	-	灌灌灌灌	哈哈哈哈哈	接近角	jj	0	To be executed	Execute
<input checked="" type="checkbox"/>	4	2025-02-20	217	行业检查	海事局规定	李昱	小李	5	Completed	View

When selecting the "Completed" specific audit implementation plan, the viewing operation can be performed

4 Total