

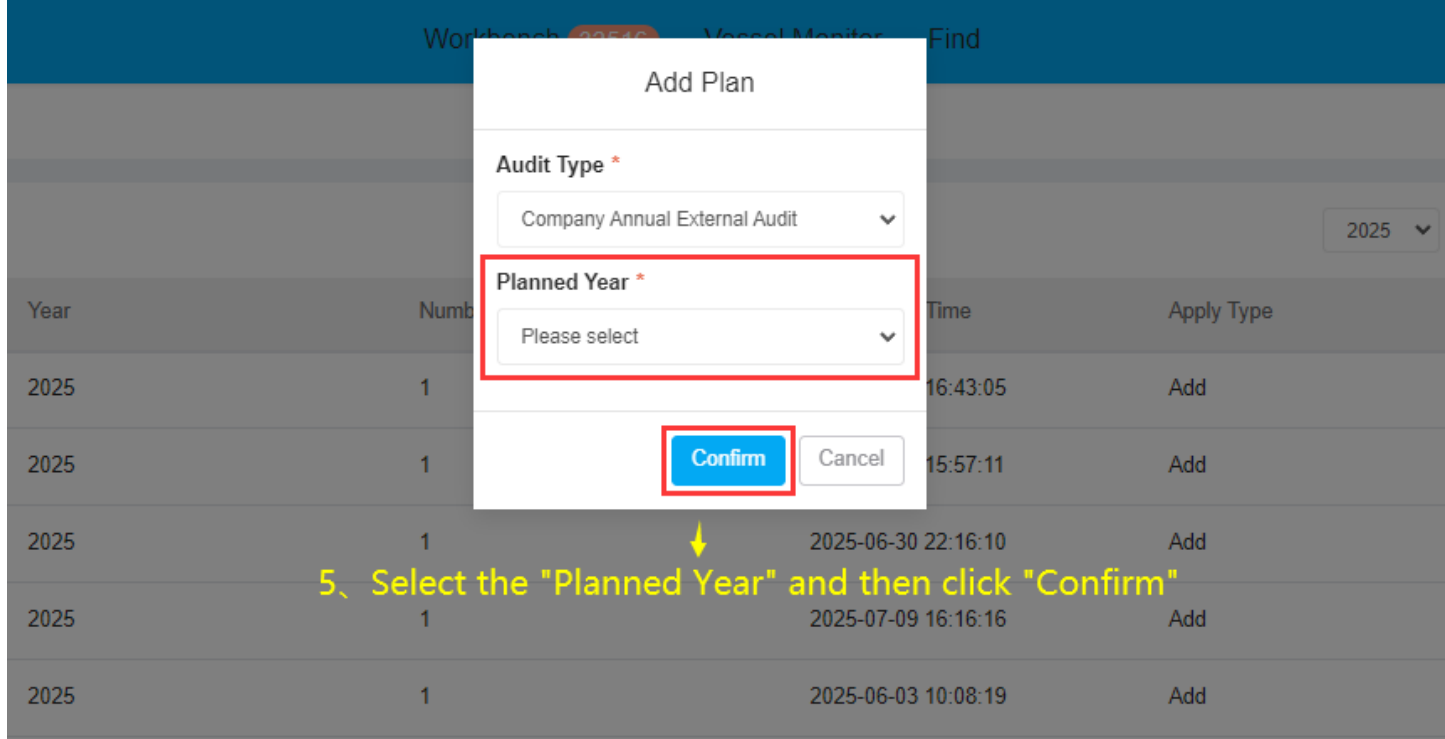
How to Conduct the Company's Annual External Audit (Document)

1. Add a new plan for "Annual External Audit of the Company"

Users log in to the OLISS Web side, click "SMS Management - Audits Management" in sequence, and by default enter the audit implementation interface, then click to switch to the audit plan interface. Click "Add Plan", a middle pop-up window will appear, click the audit type drop-down menu to select "Company Annual External Audit", select the "Planned Year" and then click "Confirm". On the new audit plan interface, click "Add", then select the audited unit, click on the blank space under the month to set that month as the month to be planned, select the reminder date as needed, after adding the company's annual external audit plan, click "Submit". Select the approval process and then click "OK".

The screenshot displays the 'Audit and Implementation' interface with the 'Audit Plan' tab selected. A yellow box highlights the 'Add Plan' button. A yellow arrow points from the 'Add Plan' button to the 'Add Plan' pop-up window. The pop-up window shows the 'Audit Type' dropdown menu with 'Company Annual External Audit' selected. A yellow arrow points from the dropdown menu to the 'Company Annual External Audit' option. The main table lists audit plans with columns for #, Audit Type, Year, Number, Time, Apply Type, Status, and Operation. The table contains 10 rows of data.

#	Audit Type	Year	Number	Time	Apply Type	Status	Operation
1	Company Annual External Audit	2025	1	2025-06-30 22:16:10	Add	Unsubmitted	Edit Delete
2	Company Annual External Audit	2025	1	2025-07-09 16:16:16	Add	Approved	
3	Temporary Audit	2025	1	2025-06-03 10:08:19	Add	Approving	
4	Company Annual External Audit	2025	1	2025-06-03 09:03:36	Add	Rejected	Delete
5	Temporary Audit	2025	1	2025-05-29 19:52:06	Add	Approving	
6	Initial Audit	2025	1	2025-05-13 16:21:02	Edit	Approved	
7	Initial Audit	2025	1	2025-05-13 15:39:01	Add	Approving	
8	Internal Audit	2025	1	2025-05-09 09:51:05	Edit	Approved	
9	Temporary Audit	2025	1				
10							



Add Audit Plan

Year: 2025 Audit Type: Company Annual External Audit

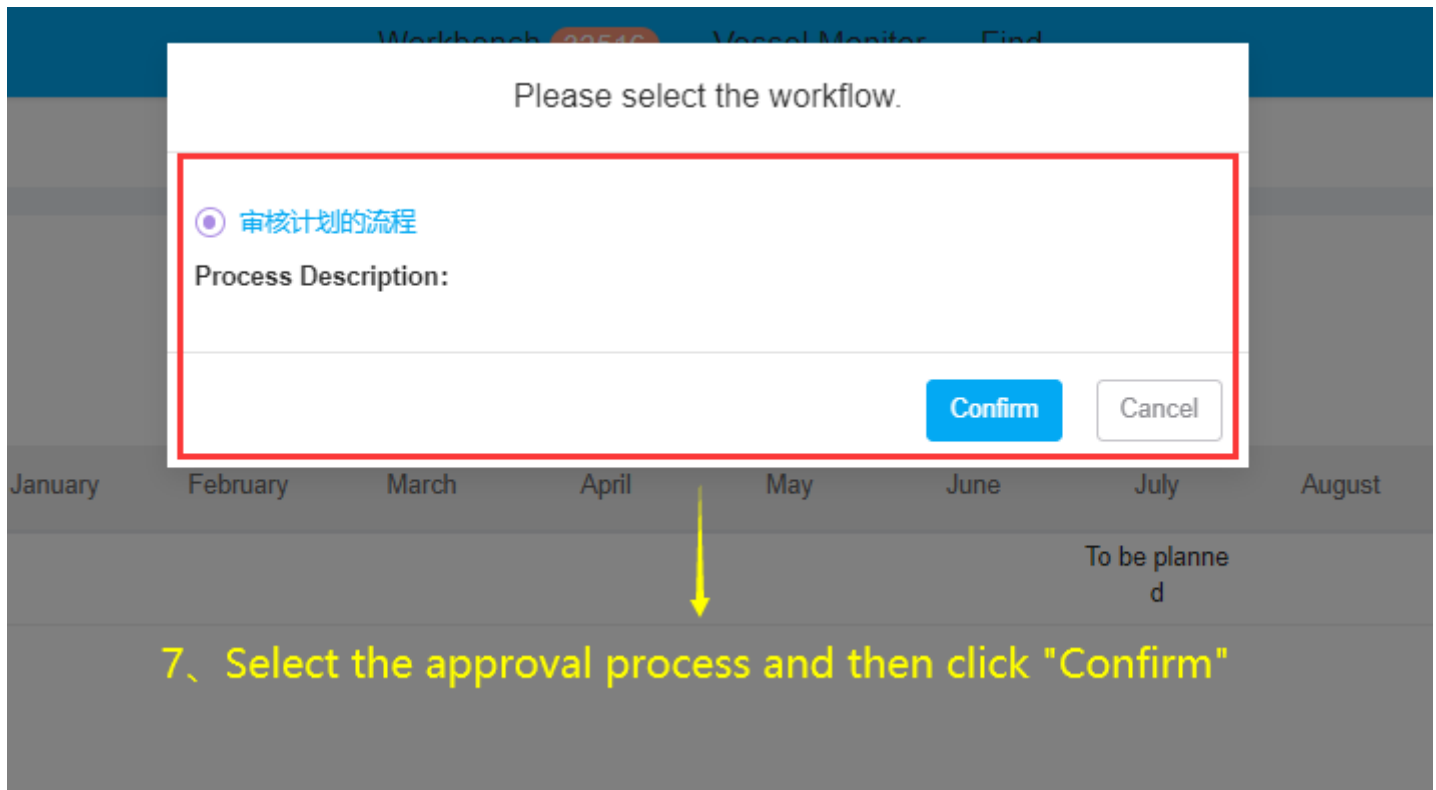
Attachment:
Upload → Upload attachments as needed

#	Audited Unit *	Last Audit	January	February	March	April	May	June	July	August	September	October	November	December	Reminder Date	Operation
1	运营部	-							To be planned						N/A	Delete

Add → 6、 Select the audited unit, click on the blank space under the month to set that month as the month to be planned, select the reminder date as needed, after adding the company's annual external audit plan, click "Submit"

Submit Save Cancel

focus EDUAI



Next Step:

After the new audit plan is submitted, the status of the documentation changes to "Under Approval", and it is simultaneously routed to the workbench of personnel with approval authority for approval.

Audit and Implementation		Audit Plan					
<div>Add Plan</div> <div>Modify Plan</div>		<div>2025</div> <div>Please select Audited Unit</div> <div>Please select Audit Type</div> <div>Reset</div>					
#	Audit Type	Year	Number of Audited Department Items	Submission Time	Apply Type	Status	Operation
1	Company Annual External Audit	2025	1	2025-07-10 13:32:27	Add	Approving	
2	Company Annual External Audit	2025	1	2025-07-09 15:57:11	Add	Approved	
3	Temporary Audit	2025	1	2025-06-30 22:16:10	Add	Approving	
4	Company Annual External Audit	2025	1	2025-07-09 16:16:16	Add	Rejected	Delete
5	Temporary Audit	2025	1	2025-06-03 10:08:19	Add	Approving	
6	Initial Audit	2025	1	2025-06-03 09:03:36	Add	Approved	
7	Initial Audit	2025	1	2025-05-29 19:52:06	Add	Approved	
8	Internal Audit	2025	1	2025-05-13 16:21:02	Edit	Approved	
9	Initial Audit	2025	1	2025-05-13 15:39:01	Add	Approving	
10	Temporary Audit	2025	1	2025-05-09 09:51:05	Edit	Approving	

2. Approve the company's annual external audit plan

After the added or modified company's annual external audit plan is submitted, the documentation will be transferred to the workbench of personnel with approval authority.

When users log in to the OLISS Web side, they will default to the workbench interface. Click "Audit Plan - Approval" under Process Approval. On the Audit Plan - Approval interface, when there are many documents, you can filter the target documentation by year and audited entity. Click anywhere on the target documentation to enter the approval interface, and click

"Accepted", "Reject", or "Withdraw" according to the actual situation, and you can also leave a "Comment".

Workbench 30969

Vessel Monitor

Find

Switching System

EN

Budget Management

Voyage Number Management

Vessel Report

Patrol Inspection

SMS Management

Customs Affairs Management

Vessel Incident Records

Address Book

E-Signature

Setting

To-do List

Warning Popups Setting

1. When users log in to the OLISS web side, default to enter the workbench interface

All (11814)

Due 243

Overdue 11479

Reminders(25)

Workflow Task (306)

NCR—Execute(46)

NCR—Accept(14)

Issue List—Execute(15)

Issue List—Accept(1)

Equipment Not Qualified—Execute(6)

Equipment Not Qualified—Accept(2)

File Edit(2)

Operation Record—Accept(217)

Audit Management—Approve(3)

2. Click on "Audit Management-Approve" under workflow task

Waiting Task(11483)

Extend file(3)

System File read(65)

Running Record(232)

Running Record(11181)

Internal Audit(2)

Reliable Safety Responsibility

Cost Statistics

Items Statistics

Operation Log

Currency CNY

Custom Model

Purchase Cost

2025-04 ~ 2025-04

Details

Stock-out Cost

2025-04 ~ 2025-04

Details

Value of Current Stocks

Details

Audit Plan-Approve

3. If there are many documents, you can filter target document by year or the audited unit

2025

Please select Audited Unit

Reset

4. Click anywhere on the target document

#	Audit Type	Year	Number of Audited Department Items	Submission Time	Apply Type	Status
1	Company Annual External Audit	2025	1	2025-07-10 13:32:27	Add	Approving
2	Temporary Audit	2025	1	2025-06-30 22:16:10	Add	Approving
3	Temporary Audit	2025	1	2025-06-03 10:08:19	Add	Approving
4	Initial Audit	2025	1	2025-05-13 15:39:01	Add	Approving
5	Temporary Audit	2025	1	2025-05-09 09:51:05	Edit	Approving
6	Internal Audit	2025	1	2025-05-09 09:25:26	Add	Approving
7	Initial Audit	2025	1	2025-04-30 13:11:34	Add	Approving

Year: 2025 Audit Type: Company Annual External Audit

#	Audited Unit *	Last Audit	January	February	March	April	May	June	July	August	September	October	November	December	Reminder Date	Operation
1	运营部	-														To be planned

N/A

Task Progress

- Apply** 2025-07-10 13:32:27
 孙红梅
- Approve** — 机务部长 ①

Expand All

5、Click "Withdraw" or "Accepted" or "Reject" as needed

Withdraw Accepted Reject Comment

a. If you click "Accepted", fill in the signature, optionally fill in the approval comments, and then click "OK", the audit plan will be approved.



Agree Opinion

Please enter

0 / 500

Signature *

李四

Clear Signature

Re-sign

Upload

↓

6、 Fill in the signature, optionally fill in the approval comments, and then click "Confirm" ,the audit plan will be approved

Confirm

Cancel

b. If you click "Reject", select to return to an approved review node, support returning to the submitter (applicant), fill in the reason for return and sign, then click "Confirm". Note: If you choose to return to the submitter, the review will end, and the status of the documentation will be "Review Rejected".



Back To * (Select the approved approval node and can be rejected to the submitter)

Apply (孙红梅) ▼

Please select

Apply (孙红梅)

Approve-机务部长

0 / 500

Signature *

李四

Clear Signature

Re-sign

6'、Select to return to an approved review node, support returning to the submitter(applicant), fill in the reason for return and sign, then click "Confirm"

Confirm

Cancel

c. If "Withdraw" is clicked, the documentation will be recalled, the status will be displayed as "Unsubmitted", and it can be re-edited and resubmitted.



After the operation, the modification audit will be abolished and deleted. Are you sure you want to withdraw it ?

Cancel

Ok



6 “ 、 Click "OK", and the documentation can be recalled, re-edited, and resubmitted