

How to execute the audit implementation plan on the web side (Document)

After the audit implementation plan is submitted, the document is transferred to the personnel workbench of the audited unit.

User logs into the OLISS web side and default to enter the workbench interface. Click on "Internal Audit" under waiting task. In the audit and Implementation-Execute interface, if there are many documents, you can filter target document by year or audit type. Click "Execute" next to the target document or select multiple documents and click "Batch Execute" to enter the review details interface.

You can click "Edit" in the upper right corner to modify the audit implementation plan, select the time of the first meeting and the closing meeting, fill in the audit result, upload various attachments as needed (with * required), Click "View/Upload Attachment" to enter the attachment interface; on this interface, click "Add" as needed to add an operation record; click "Associate" to view the operation record; after deregistration, the operation record will no longer be displayed on this page, then click OK to return to the review details interface:switch to "NCR" / "Issue List" / "Equipment Disqualification", and add NCR / issue list / equipment disqualification as needed.Finally click “Completed” .

The screenshot displays the OLISS web interface. The top navigation bar includes 'Workbench 30969', 'Vessel Monitor', 'Find', 'Switching System', and language settings. The left sidebar lists various management functions. The main content area is divided into 'Workflow Task (306)' and 'Waiting Task (11483)'. The 'Waiting Task' section contains several buttons, with 'Internal Audit(2)' highlighted by a red box and an arrow. A red arrow also points from the 'Workbench' tab to the main content area. The bottom of the page shows 'Cost Statistics' and 'Operation Log' sections.

← Audit and Implementation-Execute

3.If there are many documents, you can filter target document by year or audit type

2025 Please select Audit Type Reset

<input type="checkbox"/>	Audit Type	Audited Unit	Last Audit	Planned Month	Audit Date	Audit Content	Audit Basis	Audit Team Leader	Operation
<input type="checkbox"/>	Temporary Audit	销售部	2025-02-25	4	2025-05-15	审核船上安全设备是否齐全	救生艇、救生圈数量	船长	Execute
<input type="checkbox"/>	Tracking Audit	销售部	-	5	2025-01-23	1212	21588	李老轨	Execute

4.Click "Execute" next to the target document

focus

互海AI

2 Total

← Audit and Implementation-Execute

4.Select multiple documents and click "Batch Execute"

Batch Execute

2025 Please select Audit Type Reset

<input type="checkbox"/>	Audit Type	Audited Unit	Last Audit	Planned Month	Audit Date	Audit Content	Audit Basis	Audit Team Leader	Operation
<input checked="" type="checkbox"/>	Internal Audit	销售部	2025-05-22	6	2025-06-20	测试	测试	张三	Execute
<input checked="" type="checkbox"/>	Internal Audit	销售部	2024-05-25	4	2025-05-22	测试	测试	张三	Execute
<input type="checkbox"/>	Temporary Audit	销售部	2025-02-25	4	2025-05-15	审核船上安全设备是否齐全	救生艇、救生圈数量	船长	Execute
<input type="checkbox"/>	Tracking Audit	销售部	-	5	2025-01-23	1212	21588	李老轨	Execute

focus

互海AI

4 Total

← Audit Details

Audit Implementation Plan

5. You can click "Edit" in the upper right corner to modify the audit implementation plan

#	Audit Type	Audited Unit	Last Audit	Planned Month	Audit Date *	Audit Content *	Audit Basis *	Audit Team Leader *	Auditor *	X-th Audit	Audit Location	Attachment	Status
1	Internal Audit	销售部	-	4	2025-05-22	测试	测试	张三	李四	0		0	To be executed

Edit

Audit Implementation

Record NCR Issue List Equipment Disqualification

First Meeting * Please select Attachment: 0 View/Upload Attachment

Closing Meeting * Please select Attachment: 0 View/Upload Attachment

Audit Check List Attachment: 0 View/Upload Attachment

Audit Report Attachment: 0 View/Upload Attachment

Other Attachment Attachment: 0 View/Upload Attachment

Audit Result *

Please enter

6. Select the time of the first meeting and the closing meeting, fill in the audit result, upload various attachments as needed (with * required)

0 / 36 focus

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Completed Save Cancel

Attachment

Upload

8. Click "Add" as needed to add an operation record; click "Associate" to view the operation record

Associated Running Record

Add

Associate

#	Table No./Name	Record Time	P.I.C of Upload	Acceptor	Receiving Dept	Remarks	Attachment	Status	Operation
1	SW101010 / 商务合同	按需填报	商务经理	总经理	商务部			To Be Submitted	Deregistration

After deregistration, the operation record will no longer be displayed on this page

Confirm

Cancel

← Audit Details

Audit Implementation Plan

Edit

#	Audit Type	Audited Unit	Last Audit	Planned Month	Audit Date *	Audit Content *	Audit Basis *	Audit Team Leader *	Auditor *	X-th Audit	Audit Location	Attachment	Status
1	Internal Audit	销售部	-	4	2025-05-22	测试	测试	张三	李四	0	0	0	To be executed

Audit Implementation

Record

NCR

Issue List

Equipment Disqualification

→ 9. Switch to "NCR"/"Issue List"/"Equipment Disqualification"

NCR

Add NCR

→ Add NCR/ Issue List/ Equipment Disqualification as needed

No.	Report Name	Audited Unit	Description	Level	Reason Analysis	Corrective Measures	Planned Finish Time	Modifier	Acceptor	Completion Status	Status	Operation
1	审核管理新增的	销售部	wjoeuowjfoiwjofew	General	好的呢	纠正措施	2025-06-30	船长	海务经理		Executing	

10. Finally click "Completed"

Completed

Save

Cancel

In the "SMS Management→ Audit Management" interface, click the audit implementation plan "To be executed" to perform the operation.

Expense Management

Budget Management

Voyage Number Management

Vessel Report

Patrol Inspection

SMS Management

SMS Files

Audits Management

Inspections

Operation Record

SMS Archive

Customs Affairs Management

Vessel Incident Records

Address Book

E-Signature

Setting

Audit and Implementation Audit Plan

2025 First Half Year Second Half Year Please select Audited Unit Please select Audit Type Reset

2. Click the audit implementation plan "To be executed"

Audited Unit	Audit Type	Last Audit	January	February	March	April	May	June	Cross-year Audit
销售部	Temporary Audit	-		Rectification		To be executed			
技术部	Internal Audit	2023-06-22	To be planned		Accepting		To be planned		
销售部	Internal Audit	2023-06-01		To be planned		To be executed		To be executed	
运营部	Internal Audit	2025-05-12			Completed				
董事会	Internal Audit	2025-02-20							
法务部	Internal Audit	2024-07-30							
船员部	Internal Audit	2025-05-01							
法务部	Intermediate Audit	2025-04-29		Completed					
销售部	Additional Audit	-	Rectification						
销售部	Tracking Audit	-					To be executed		

1. Click in order to enter the audit and implementation interface

Statement: 1. To be planned To develop a detailed audit implementation plan. 2. To be executed Audit implementation plan to be implemented. 3. Executing Audit Under Way. 4. Rectification NCRs are being rectified. 5. Accepting NCRs are being accepted. 6. Completed The audit has been completed and the NCR has been accepted.

10 Total 10 Total / Page