

## Audit Management Module

1. You can conduct a new audit from internal audit plan and internal audit report.
2. Click on the 'Module Overview' at the navigation bar.
3. Following page will open.
4. Click on 'Audit Management Module.'


The screenshot shows the Paperless system interface. The navigation bar at the top contains the following items: [Module Overview](#), [Users](#), [User Guide](#), [Support](#), [Settings](#), and [Logout/TC/Sanjay Dewan](#). The main content area is titled "Module Overview" and displays a grid of 15 modules, each with an icon and a label. The "Audit Management Module" is highlighted by a blue arrow. The other modules are: Management Manual Module, Procedures Manual Module, Attachment Manual, Work Instructions / SOP Manual Module, Forms Manual Module, External Audit Management Module, Audit Management Module, Meetings Management Module, Nonconformity Management, Inspection Reports Module, Feedback & Complaint Management Module, E-Circulars Module, Documents Vault, and Archives Module.

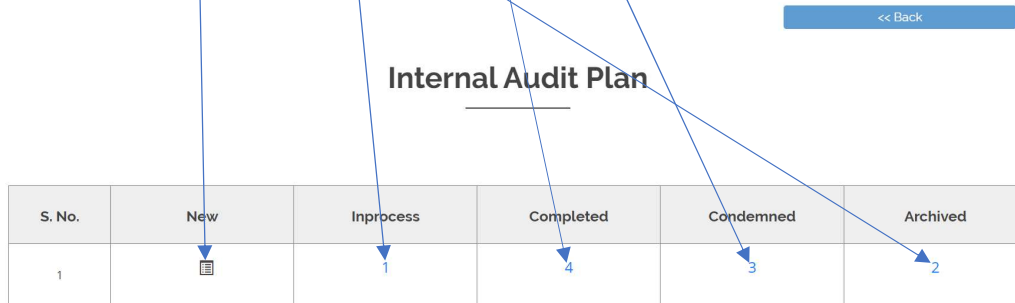
## Audit Management Module Dashboard


1. You will see two options on the audit management module dashboard.
  - Internal Audit Plan.
  - Internal Audit Report.
2. You need to click here to open the internal audit plan and internal audit report dashboard.




## Internal Audit Plan Dashboard

1. Upon clicking the 'Internal Audit Plan' the dashboard will open displaying following information.
2. Click on  to start working on an internal audit plan.
3. All inprocess forms show up here.
4. All completed forms show up here.
5. All condemned (trash) forms show up here.
6. All archived forms show up here.



S. No.	New	Inprocess	Completed	Condemned	Archived
1		1	4	3	2

## Working on New Internal Audit Plan

1. After clicking  a new plan form will open. Fill in all the relevant details.
2. Click to 'Submit'.
3. By clicking on 'Back' button to go back to the previous page.

<< Back

### Internal Audit Plan

AUDIT INTRODUCTION AND DETAILS			
Name of the organization		Address of the organization	
<input type="text" value="Enter name of the organization here"/>		<input type="text" value="Enter address of the organization here"/>	
Audit type		Audit location	
<input type="text" value="Select audit type"/>		<input type="text" value="Enter audit location here"/>	
Audit criteria (You can choose multiple audit criteria by pressing ctrl button & selecting them)			
<input type="text" value="ISO 9001:2015&lt;br/&gt;ISO 14001:2015&lt;br/&gt;ISO 22000:2018&lt;br/&gt;ISO 27001:2013"/>			
Objectives of audit			
<input type="text" value="Enter objectives of audit here"/>			
Department / Functions to be audited		Management / Site point of contact	
<input type="text" value="Enter department / functions to be audited here"/>		<input type="text" value="Enter the name, position &amp; mobile number of POC here"/>	
Language of audit		Audit team names	
<input type="text" value="Enter language of audit here"/>		<input type="text" value="Enter names of audit team here"/>	
MEETING DETAILS			
Date and time of opening meeting	Place of opening meeting	Date and time of closing meeting	Place of closing meeting
<input type="text" value="Enter date and time of opening meeting here"/>	<input type="text" value="Enter place of opening meeting here"/>	<input type="text" value="Enter date and time of closing meeting here"/>	<input type="text" value="Enter place of closing meeting here"/>

Submit

## Internal Audit Plan E-mail Confirmation

1. Once you submit the added new form the 'E-mail Confirmation' page will open. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on 'Send Mail' and the document will be delivered via email to all recipients with your comments.
6. An alert box will show up then click 'OK.'
7. Click on 'Go to Dashboard' button to go back to the audit management module dashboard.
8. Click on 'Go to Inprocess Section' button to go back to the inprocess internal audit plan dashboard.

Internal Audit Plan, Ref No: (TCM)AP-Internal/009/02/2024/SD has been saved successfully.

Comments from sender

Write comments from sender

You can enter multiple email id's below, separated by commas, for sending this form to any receiver / third party

Please select users / clients for creating a working group who shall be involved in working and closure of this form.

<input type="checkbox"/> Abhishek Kumar	<input type="checkbox"/> Balaji Thakur	<input type="checkbox"/> Bhabani Shankar Sutar	<input type="checkbox"/> Gauram Mota
<input type="checkbox"/> Gopal Jhamtani	<input type="checkbox"/> Harshar Das	<input type="checkbox"/> Harsh Ranekar	<input type="checkbox"/> Manish Sharma
<input type="checkbox"/> Mohit Gupta	<input type="checkbox"/> Naveen Siddarth	<input type="checkbox"/> Nihar Daga	<input type="checkbox"/> Parvath Das
<input type="checkbox"/> Prabhakar Verma	<input type="checkbox"/> Prabodh Agrawal	<input type="checkbox"/> Pramod Yadav	<input type="checkbox"/> Prashant Bhatt
<input type="checkbox"/> Puja Vachher	<input type="checkbox"/> Rashmi Deyma	<input type="checkbox"/> Sanjay Deewan	<input type="checkbox"/> Shah Krupal Devedrakumar
<input type="checkbox"/> Shibu Senthil Kumar	<input type="checkbox"/> Shruvi Handa	<input type="checkbox"/> Sonu Chetaniak	<input type="checkbox"/> Sudip Banerjee
<input type="checkbox"/> Sundeep P Bhanushali	<input type="checkbox"/> Udit Chhatra	<input type="checkbox"/> Vineet Agrawal	

Send Mail

Go to Dashboard





Go to Inprocess Section

Paperless Management System states


Email has been sent to selected recipients.

OK

## Inprocess Status Dashboard – Internal Audit Plan

1. Click the number shown under 'Inprocess' and go to the inprocess status internal audit plan dashboard.
2. You can see all the details of the internal audit plan.
3. You can view the internal audit plan by clicking on .
4. You can edit the internal audit plan by clicking on .
5. You can publish the internal audit plan by clicking on .
6. You can condemn (Condemned: Unfit for use) the internal audit plan by clicking on .
7. By clicking on 'Back' button to go back to the previous page.
8. You can search here any internal audit plan.

### Internal Audit Plan

S. No.	New	Inprocess	Completed	Condemned	Archived
1		1	5	2	1

<< Back

### Internal Audit Plan

#### INPROCESS STATUS

Show 10 entries


Search:

S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/009/02/2024/SD	02-02-2024 16:05:00	Sanjay Dewan						

Showing 1 to 1 of 1 entries

Previous 1 Next

## Viewing the Internal Audit Plan




1. Click on 'View  at the inprocess status internal audit plan dashboard.
2. By clicking on 'Back' button to go back to the previous page.

### Internal Audit Plan

INPROCESS STATUS

Show  entries

Search:

S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/009/02/2024/SD	02-02-2024 16:05:00	Sanjay Dewan						

Showing 1 to 1 of 1 entries

Previous  Next

### Internal Audit Plan


<b>Audit plan reference No.</b>	(TCM)AP-Internal/011/02/2024/SD
---------------------------------	---------------------------------

AUDIT INTRODUCTION AND DETAILS			
<b>Name of the organization</b>	Paperless management system	<b>Address of the organization</b>	Delhi
<b>Audit type</b>	Internal Audit	<b>Audit location</b>	Delhi
<b>Audit criteria</b>	ISO 55001:2016	<b>Other</b>	
Objectives of audit			
Team Meeting			
<b>Department / Functions to be audited</b>	Technical	<b>Management / Site point of contact</b>	Vikrant Yadav
<b>Language of audit</b>	Hindi And English	<b>Audit team names</b>	Technical

MEETING DETAILS			
<b>Date and time of opening meeting</b>	<b>Place of opening meeting</b>	<b>Date and time of closing meeting</b>	<b>Place of closing meeting</b>
09-02-2024 18:52	Delhi	10-02-2024 18:52	Delhi

PROPOSED SCHEDULE				
S.No.	Date and time	Departments / Functions to be audited	Name of auditee	Reference & comments

Additional information
All ok

	Name	Date	Signature
<b>Confirmed by lead auditor</b>	Technical	10-02-2024	

## Editing the Internal Audit Plan

1. Click on 'Edit' at the inprocess status internal audit plan dashboard.
2. The edit form will open showing the 'Internal Audit Plan' form showing the entries.
3. Update related details, as necessary.
4. Click on 'Back' to go back to the previous page.

**Internal Audit Plan**

INPROCESS STATUS

Showing 10 entries Search:

S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/009/02/2024/SD	02-02-2024 16:05:00	Sanjay Dewan						

Showing 1 to 1 of 1 entries Previous **1** Next

**Internal Audit Plan**

Audit plan reference No.	(TCM)AP-Internal/009/02/2024/SD
--------------------------	---------------------------------

AUDIT INTRODUCTION AND DETAILS	
Name of the organization	Address of the organization
Sonu chaurasiya	Himachal, Simla
Audit type	Audit location
Internal Audit	Delhi, India
Audit criteria	Other
ISO 9001:2015 <b>ISO 14001:2015</b> ISO 22000:2018 ISO 27001:2013	
Objectives of audit	
Internal Audit	
Department / Functions to be audited	Management / Site point of contact
Billing	Vikrant Yadav
Language of audit	Audit team names
English and Hindi	Sonu chaurasiya and Vikrant yadav

MEETING DETAILS			
Date and time of opening meeting	Place of opening meeting	Date and time of closing meeting	Place of closing meeting
02-02-2024 16:04	Delhi	03-02-2024 16:04	Delhi

PROPOSED SCHEDULE				
S.No.	Date and time	Departments / Functions to be audited	Name of auditee	Reference & comments
1	02-02-2024 16:39	Billing	Vikrant Yadav	Billing Audit



5. Click here 'Add Row' to add a new row in the proposed schedule.
6. Click here 'Delete Last Row' to delete the last row in the proposed schedule.
7. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
8. Click to 'Submit'.

The image shows a software interface with several components:

- At the top, two blue buttons: "Add Row" and "Delete Last Row".
- Below them is a section titled "Additional information" containing a text input field with the value "Billing Internal Audit".
- A table with the following structure:

	Name	Date	Signature
Confirmed by lead auditor	Sonu chaurasiya and Vikrant yadav	02-02-2024	<input type="text"/> Signature
- A teal "Submit" button below the table.
- An overlay window titled "Paperless Management System Signature Pad" is open, showing a digital signature on a white background. Below the signature are "OK" and "Cancel" buttons.
- Another teal "Submit" button is visible at the bottom left of the overlay.

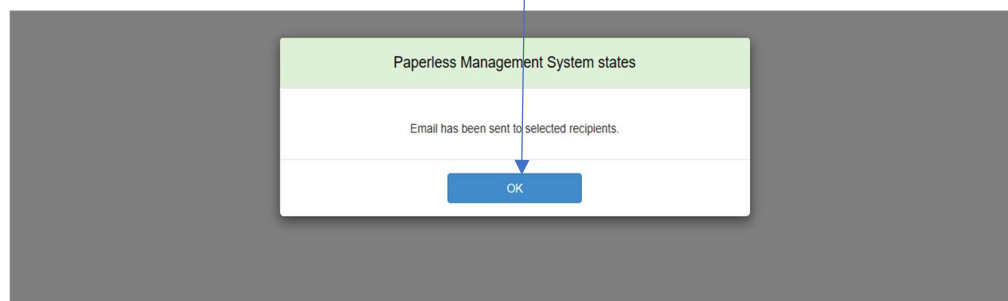
## Internal Audit Plan Updating E-mail Confirmation

1. One you submit the edit form the 'E-mail Confirmation' page will open. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on Send Mail and the document will be delivered via email to all recipients with your comments.
6. An alert box will show up then click 'OK'.
7. Click on 'Go to Dashboard' button to go back to the audit management module dashboard.
8. Click on 'Go to Inprocess Section' button to go back to the inprocess status internal audit plan dashboard.

Internal Audit Plan, Ref No: (TCM)AP-Internal/009/02/2024/SD has been updated successfully.

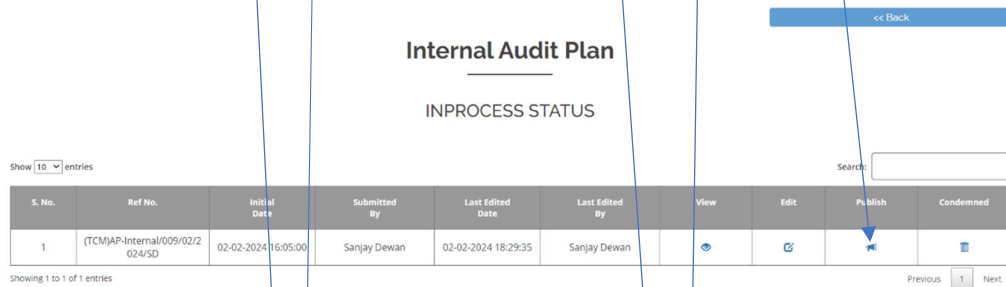
The screenshot shows a form titled 'E-mail Confirmation' with the following elements:

- A text input field labeled 'Write comments from sender' with a blue arrow pointing to it from step 2.
- A text input field for email IDs with the instruction: 'You can enter multiple email id's below, separated by commas, for sending this form to any receiver / third party'. A blue arrow points to it from step 4.
- A list of users with checkboxes for selection, with the instruction: 'Please select users / clients for creating a working group who shall be involved in working and closure of this form.' A blue arrow points to the list from step 3.
- A 'Send Mail' button with a blue arrow pointing to it from step 5.
- A 'Go to Dashboard' button with a blue arrow pointing to it from step 7.
- A 'Go to Inprocess Section' button with a blue arrow pointing to it from step 8.



## Publishing the Internal Audit Plan

1. Click on 'Publish (🔊)' at the dashboard to publish internal audit plan. Once the plan is published it automatically creates a related audit report in the audit report section.
2. Please remember that once you publish the internal audit plan no amendments or changes can be done.
3. Click 'OK' in the alert box if you agree with the statement in the alert box.
4. Click 'Cancel' in the alert box if you do not agree with the statement in the alert box.
5. Click 'OK' again if you finally agree to publish internal audit plan.
6. Click 'Cancel' if you want to cancel to publish internal audit plan.

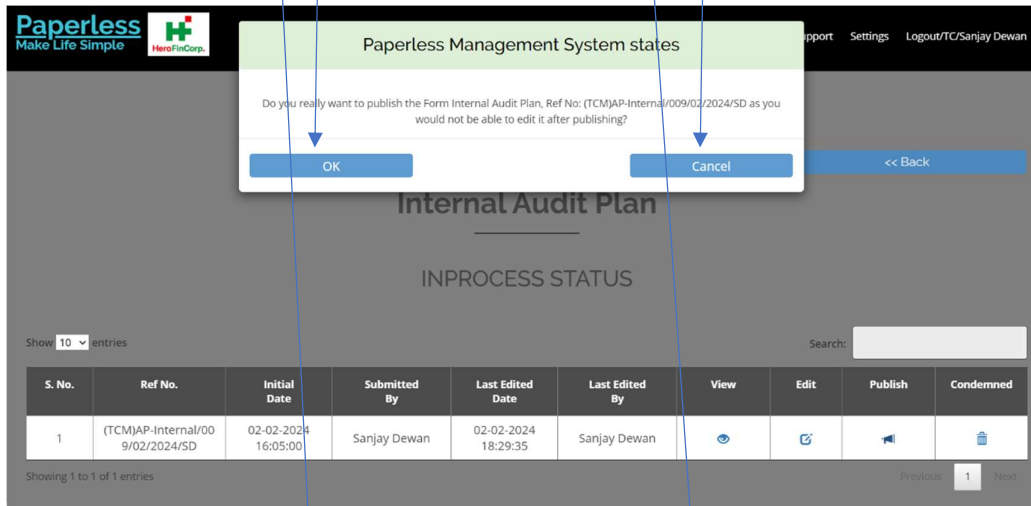


Internal Audit Plan  
INPROCESS STATUS

Show 10 entries

S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/009/02/2024/SD	02-02-2024 16:05:00	Sanjay Dewan	02-02-2024 18:29:35	Sanjay Dewan				

Showing 1 to 1 of 1 entries



Paperless Management System states

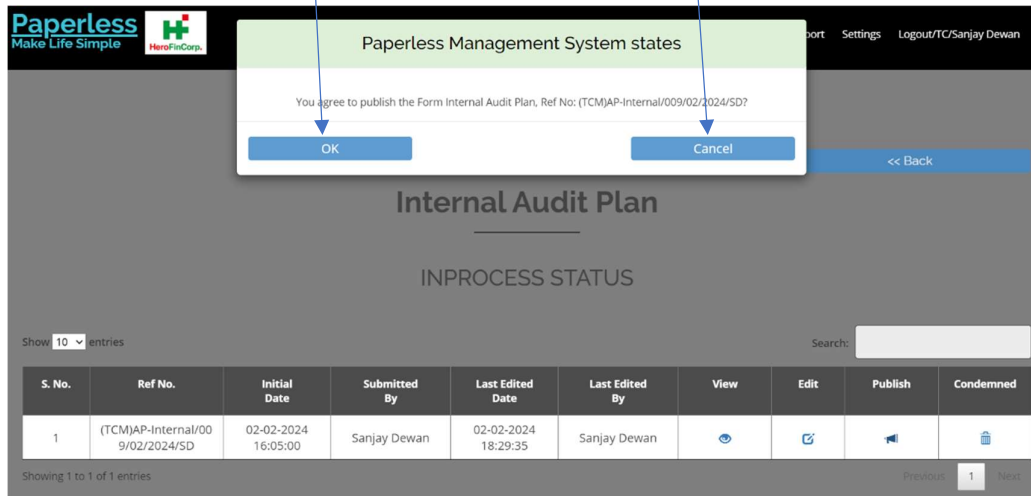
Do you really want to publish the Form Internal Audit Plan, Ref No: (TCM)AP-Internal/009/02/2024/SD as you would not be able to edit it after publishing?

OK Cancel

Internal Audit Plan  
INPROCESS STATUS

S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/009/02/2024/SD	02-02-2024 16:05:00	Sanjay Dewan	02-02-2024 18:29:35	Sanjay Dewan				

Showing 1 to 1 of 1 entries



Paperless Management System states

You agree to publish the Form Internal Audit Plan, Ref No: (TCM)AP-Internal/009/02/2024/SD?

OK Cancel

Internal Audit Plan  
INPROCESS STATUS

S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/009/02/2024/SD	02-02-2024 16:05:00	Sanjay Dewan	02-02-2024 18:29:35	Sanjay Dewan				

Showing 1 to 1 of 1 entries

## Internal Audit Plan Publishing E-mail Confirmation

1. Once you submit the document / form for publishing a new page will open. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on 'Send Email.'
6. Click on 'Go to Dashboard' button to go back to the audit management module dashboard.
7. Click on 'Go to Inprocess Section' button to go back to the inprocess status internal audit plan dashboard.
8. An alert box will show up then click 'OK.'

Internal Audit Plan, Ref No: (TCM)AP-Internal/009/02/2024/SD has been published successfully.

Comments from sender

Write comments from sender

You can enter multiple email id's below, separated by comas, for sending this form to any receiver / third party

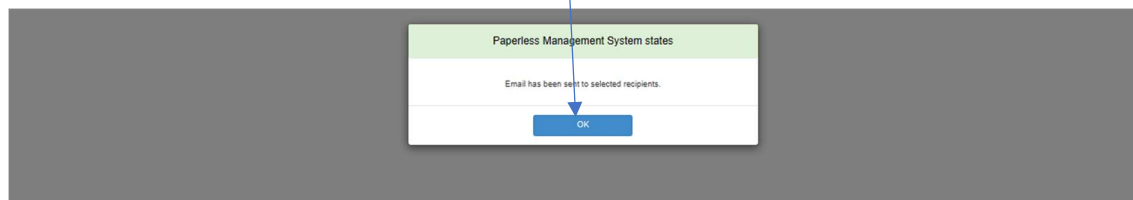
Please select users / clients for creating a working group who shall be involved in working and closure of this form.

<input type="checkbox"/> Abhishek Kumar	<input type="checkbox"/> Balraj Thakur	<input type="checkbox"/> Bhabani Shankar Sutar	<input type="checkbox"/> Geetam Mitta
<input type="checkbox"/> Gopal Jhamtani	<input type="checkbox"/> Harish Das	<input type="checkbox"/> Harsh Parmar	<input type="checkbox"/> Manish Sharma
<input type="checkbox"/> Mohit Gupta	<input type="checkbox"/> Navneet Soodherth	<input type="checkbox"/> Nikhar Dagi	<input type="checkbox"/> Paritosh Das
<input type="checkbox"/> Prabhakar Verma	<input type="checkbox"/> Prabudh Agrawal	<input type="checkbox"/> Pramod Yadav	<input type="checkbox"/> Prashant Bhatt
<input type="checkbox"/> Puja Yachher	<input type="checkbox"/> Rashmi Dayam	<input type="checkbox"/> Sanjay Dewan	<input type="checkbox"/> Shah Kunal Devendrakumar
<input type="checkbox"/> Shibu Senzhi Kumar	<input type="checkbox"/> Shrusi Handa	<input type="checkbox"/> Sonu Chaurasia	<input type="checkbox"/> Sudip Banerjee
<input type="checkbox"/> Sundeeep P Bhanushali	<input type="checkbox"/> Udit Chharia	<input type="checkbox"/> Vineet Agrawal	


Send Mail

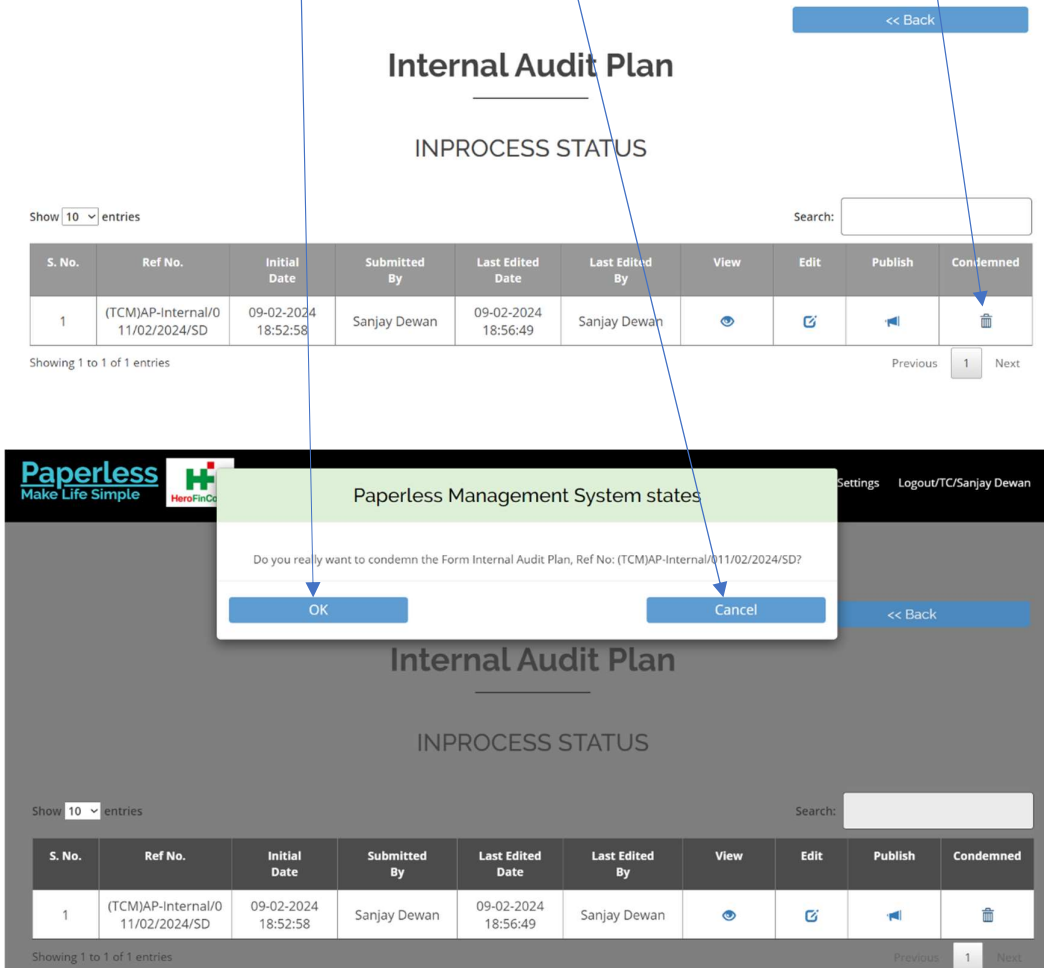
Go to Dashboard

Go to Inprocess Section



## Condemned the Internal Audit Plan

1. You can condemn the invitation for internal audit plan, as appropriate by clicking on 
2. Click 'OK' in the alert box if you agree with the statement in the alert box.
3. Click 'Cancel' if you want to cancel the action.



**Internal Audit Plan**  
INPROCESS STATUS

Show  entries Search:

S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/011/02/2024/SD	09-02-2024 18:52:58	Sanjay Dewan	09-02-2024 18:56:49	Sanjay Dewan				

Showing 1 to 1 of 1 entries Previous  Next

**Paperless Management System states**

Do you really want to condemn the Form Internal Audit Plan, Ref No: (TCM)AP-Internal/011/02/2024/SD?

**Internal Audit Plan**  
INPROCESS STATUS

Show  entries Search:

S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/011/02/2024/SD	09-02-2024 18:52:58	Sanjay Dewan	09-02-2024 18:56:49	Sanjay Dewan				

Showing 1 to 1 of 1 entries Previous  Next


4. A message will show up with successfully condemned message.
5. Then you will see 'Go to Dashboard' and 'Go to Condemned Section' button the alert box.
6. By clicking the button 'Go to Dashboard', you will directly go to the audit management module Dashboard.
7. By clicking the button 'Go to Condemned Section', you will go to the condemned status internal audit plan dashboard.

**Internal Audit Plan, Ref No: (TCM)AP-Internal/011/02/2024/SD  
has been condemned successfully.**


Go To Dashboard

Go to Condemned Section

## Completed Status Dashboard – Internal Audit Plan

1. Here you can view all completed status internal audit plan.
2. Click the number shown under 'Completed' and go to the completed status internal audit plan dashboard.
3. You can search here any completed status internal audit plan.
4. You can archive any internal audit plan by clicking on 

### Internal Audit Plan

S. No.	New	Inprocess	Completed	Condemned	Archived
1		0	6	2	1







<< Back

### Internal Audit Plan

#### COMPLETED STATUS

Show 10 entries

Search:

S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Published Date	Published By	View	Send To Archive
1	(TCM)AP-Internal/009/02/2024/SD	02-02-2024 16:05:00	Sanjay Dewan	02-02-2024 18:29:35	Sanjay Dewan	02-02-2024 18:44:28	Sanjay Dewan		
2	(TCM)AP-Internal/008/01/2024/PY	16-01-2024 15:28:25	Pramod Yadav	16-01-2024 15:34:42	Pramod Yadav	16-01-2024 15:37:17	Pramod Yadav		
3	(TCM)AP-Process/007/01/2024/PY	16-01-2024 06:06:56	Pramod Yadav	16-01-2024 06:19:30	Pramod Yadav	16-01-2024 06:21:24	Pramod Yadav		
4	(TCM)AP-Process/006/01/2024/SD	08-01-2024 15:59:57	Sanjay Dewan	08-01-2024 16:04:41	Sanjay Dewan	08-01-2024 16:05:10	Sanjay Dewan		
5	(TCM)AP-Internal/005/12/2023/RD	19-12-2023 16:45:41	Roshan Dayma	20-12-2023 17:45:47	Pramod Yadav	20-12-2023 17:46:56	Pramod Yadav		
6	(TCM)AP-2nd Party/004/12/2023/RD	19-12-2023 13:21:19	Roshan Dayma	19-12-2023 15:39:22	Roshan Dayma	19-12-2023 15:40:20	Roshan Dayma		

5. Click 'OK' in the alert box if you agree with the statement in the alert box.
6. Click 'Cancel' in the alert box if you do not agree with the statement in the alert box.
7. Again, you will see the alert box of 'Archived Successfully'.
8. Then you will see 'Go to Archives Section' and 'Go to Completed Section' button the alert box.
9. By clicking the button 'Go to Archives Section', you will directly go to the archived status internal audit plan in the Archive Module.
10. By clicking the button 'Go to Completed Section', you will go to the completed status internal audit plan dashboard.

**Paperless Management System states**

Do you really want to archive the Form Internal Audit Plan, Ref No: (TCM)AP-Internal/009/02/2024/SD?

Show 10 entries Search:


S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Published Date	Published By	View	Send To Archive
1	(TCM)AP-Internal/009/02/2024/SD	02-02-2024 16:05:00	Sanjay Dewan	02-02-2024 18:29:35	Sanjay Dewan	02-02-2024 18:44:28	Sanjay Dewan		
2	(TCM)AP-Internal/008/01/2024/PY	16-01-2024 15:28:25	Pramod Yadav	16-01-2024 15:34:42	Pramod Yadav	16-01-2024 15:37:17	Pramod Yadav		
3	(TCM)AP-Process/007/01/2024/PY	16-01-2024 06:06:56	Pramod Yadav	16-01-2024 06:19:30	Pramod Yadav	16-01-2024 06:21:24	Pramod Yadav		
4	(TCM)AP-Process/006/01/2024/SD	08-01-2024 15:59:57	Sanjay Dewan	08-01-2024 16:04:41	Sanjay Dewan	08-01-2024 16:05:10	Sanjay Dewan		
5	(TCM)AP-Internal/005/12/2023/RD	19-12-2023 16:45:41	Roshan Dayma	20-12-2023 17:45:47	Pramod Yadav	20-12-2023 17:46:56	Pramod Yadav		
6	(TCM)AP-2nd Party/004/12/2023/RD	19-12-2023 13:21:18	Roshan Dayma	19-12-2023 15:26:22	Roshan Dayma	19-12-2023 15:40:20	Roshan Dayma		

**Paperless Management System states**


Internal Audit Plan, Ref No: (TCM)AP-Internal/009/02/2024/SD has been archived successfully.



## Condemned Status Dashboard – Internal Audit Plan

1. Here you can view all condemned status internal audit plan.
2. Click the number shown under 'Condemned' and go to the condemned status internal audit plan dashboard.
3. You can search here any condemned status internal audit plan.
4. You can view any internal audit plan by clicking on .
5. Click on 'Back' to go back to the previous page.

**Internal Audit Plan**



S. No.	New	Inprocess	Completed	Condemned	Archived
1		0	6	2	1

**Internal Audit Plan**

CONDEMNED STATUS

Show  entries

Search:

S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Condemned Date	Condemned By	View
1	(TCM)AP-Product/002/12/2023/RD	19-12-2023 10:58:55	Roshan Dayma	19-12-2023 11:58:39	Roshan Dayma	19-12-2023 17:21:18	Roshan Dayma	
2	(TCM)AP-Internal/001/12/2023/RD	19-12-2023 10:40:14	Roshan Dayma	19-12-2023 12:02:24	Roshan Dayma	19-12-2023 12:58:24	Roshan Dayma	

Showing 1 to 2 of 2 entries

Previous  Next

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## Internal Audit Plan


<b>Audit plan reference No.</b>	(TCM)AP-Product/002/12/2023/RD
---------------------------------	--------------------------------

AUDIT INTRODUCTION AND DETAILS			
<b>Name of the organization</b>	QHSE Risk Consultants LLP	<b>Address of the organization</b>	Mayur Vihar, New Delhi
<b>Audit type</b>	Product Audit	<b>Audit location</b>	Mayur Vihar, New Delhi
<b>Audit criteria</b>	ISO 22000:2018	<b>Other</b>	
<b>Objectives of audit</b>			
Application and other web Products Audit			
<b>Department / Functions to be audited</b>	IT Department	<b>Management / Site point of contact</b>	Sonu Chaurasiya
<b>Language of audit</b>	English	<b>Audit team names</b>	Vikrant, Prabhudh


MEETING DETAILS			
<b>Date and time of opening meeting</b>	<b>Place of opening meeting</b>	<b>Date and time of closing meeting</b>	<b>Place of closing meeting</b>
21-12-2023 13:00	New Delhi	21-12-2023 18:00	New Delhi

PROPOSED SCHEDULE				
<b>S.No.</b>	<b>Date and time</b>	<b>Departments / Functions to be audited</b>	<b>Name of auditee</b>	<b>Reference &amp; comments</b>
1	22-12-2023 11:48	IT Department	Vikrant Yadav	Yearly Audit


Additional information
Yearly Audit

	<b>Name</b>	<b>Date</b>	<b>Signature</b>
<b>Confirmed by lead auditor</b>	Vikrant	22-12-2023	

## Archive Status Dashboard – Internal Audit Plan

1. Here you can view all archived status internal audit plan.
2. Click the number shown under 'Archived' and you will go to the archived status internal audit plan dashboard.
3. You can search here any archived status internal audit plan.
4. You can view any internal audit plan by clicking on .
5. Click on 'Back' to go back to the previous page.



**Internal Audit Plan**

S. No.	New	Inprocess	Completed	Condemned	Archived
1		0	6	2	1

**Internal Audit Plan**

ARCHIVED STATUS

Show  entries Search:

S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Published Date	Published By	Archived Date	Archived By	View
1	(TCM)AP-Internal/009/02/2024/SD	02-02-2024 16:05:00	Sanjay Dewan	02-02-2024 18:29:35	Sanjay Dewan	02-02-2024 18:44:28	Sanjay Dewan	05-02-2024 17:02:41	Sanjay Dewan	
2	(TCM)AP-Manufacturing/003/12/2023/RD	19-12-2023 13:04:15	Roshan Dayma	19-12-2023 13:06:49	Roshan Dayma	19-12-2023 13:09:46	Roshan Dayma	19-12-2023 13:10:42	Roshan Dayma	

Showing 1 to 2 of 2 entries Previous  Next

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## Archive - Internal Audit Plan

Audit plan reference No.	(TCM)AP-Internal/009/02/2024/SD
--------------------------	---------------------------------

AUDIT INTRODUCTION AND DETAILS			
Name of the organization	Sonu chaurasiya	Address of the organization	Himachal, Simla
Audit type	Internal Audit	Audit location	Delhi, India
Audit criteria	ISO 14001:2015	Other	
Objectives of audit			
Internal Audit			
Department / Functions to be audited	Billing	Management / Site point of contact	Vikrant Yadav
Language of audit	English and Hindi	Audit team names	Sonu chaurasiya and Vikrant yadav





MEETING DETAILS			
Date and time of opening meeting	Place of opening meeting	Date and time of closing meeting	Place of closing meeting
02-02-2024 16:04	Delhi	03-02-2024 16:04	Delhi

PROPOSED SCHEDULE				
S.No.	Date and time	Departments / Functions to be audited	Name of auditee	Reference & comments
1	02-02-2024 18:28	Billing	Vikrant yadav	Billing Audit

Additional information
Billing Audit

	Name	Date	Signature
Confirmed by lead auditor	Sonu chaurasiya and Vikrant yadav	02-02-2024	

## Inprocess Status Dashboard - Internal Audit Report

1. Click the number shown under 'Inprocess' and go to the inprocess status internal audit report dashboard.
2. You can see all the details of the draft internal audit reports created basis audit plans.
3. You can view the internal audit report by clicking on 
4. You can edit the internal audit report by clicking on 
5. You can publish the internal audit report by clicking on 
6. You can condemn (Condemned: Unfit for use) the internal audit report by clicking on 
7. You can search here any internal audit report.
8. By clicking on 'Back' button to go back to the previous page.

### Internal Audit Report

S. No.	New	Inprocess	Completed	Condemned	Archived
1		4	2	1	1

<< Back

### Internal Audit Report

#### INPROCESS STATUS

Show 10 entries

Search:


S. No.	Audit Plan Ref No.	Audit Report Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/09/02/2024/SD	(TCM)AR-Internal/08/02/2024/SD	02-02-2024 18:44:28	Sanjay Dewan						
2	(TCM)AP-Internal/08/01/2024/PY	(TCM)AR-Internal/07/01/2024/PY	16-01-2024 15:37:17	Pramod Yadav						
3	(TCM)AP-Internal/05/12/2023/RD	(TCM)AR-Internal/04/12/2023/PY	20-12-2023 17:46:56	Pramod Yadav	20-12-2023 18:21:32	Sanjay Dewan				
4	(TCM)AP-Product/02/12/2023/RD	(TCM)AR-Product/01/12/2023/RD	19-12-2023 12:56:06	Roshan Dayma	21-12-2023 13:40:34	Sanjay Dewan				

Showing 1 to 4 of 4 entries

Previous 1 Next

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## Viewing the Internal Audit Report











1. Click on 'View 

[<< Back](#)

### Internal Audit Report

INPROCESS STATUS

Showing 10 entries Search:

S. No.	Audit Plan Ref No.	Audit Report Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/008/01/2024/PY	(TCM)AR-Internal/007/01/2024/PY	16-01-2024 15:37:17	Pramod Yadav						
2	(TCM)AP-Internal/005/12/2023/RD	(TCM)AR-Internal/004/12/2023/PY	20-12-2023 17:46:56	Pramod Yadav	20-12-2023 18:21:32	Sanjay Dewan				
3	(TCM)AP-Product/002/12/2023/RD	(TCM)AR-Product/001/12/2023/RD	19-12-2023 12:56:06	Roshan Dayma	21-12-2023 13:40:34	Sanjay Dewan				

Showing 1 to 3 of 3 entries Previous 1 Next

[<< Back](#)

### Internal Audit Report

<b>Audit plan reference No.</b>	(TCM)AP-Internal/009/02/2024/SD	<b>Audit report reference No.</b>	(TCM)AR-Internal/009/02/2024/SD
---------------------------------	---------------------------------	-----------------------------------	---------------------------------

AUDIT INTRODUCTION AND DETAILS			
<b>Name of the organization</b>	QHSE	<b>Audit type</b>	Internal Audit
<b>Audit reference No.</b>	Delhi	<b>Audit location</b>	Delhi
<b>Audit criteria</b>	ISO 9001:2015	<b>Other</b>	
Objectives of audit			
Internal audit			
<b>Department / Functions to be audited</b>	Billing and internal audit	<b>Management / Site point of contact</b>	Sonu chaurasiya, Developer
<b>Language of audit</b>	English and hindi	<b>Auditors name</b>	Vikrant yadav
<b>Audit report date</b>	07-02-2024	<b>Audit methodology</b>	Audit

MEETING DETAILS			
Date and time of opening meeting	Place of opening meeting	Date and time of closing meeting	Place of closing meeting
07-02-2024 10:32	Delhi	08-02-2024 10:32	Delhi

AUDIT SCHEDULE					
S.No.	From date and time	To date and time	Departments / Functions to be audited	Name of auditee	Reference & comments
1	07-02-2024 14:28	07-02-2024 16:32	Billing and internal audit	Vikrant yadav	Auditor

LIST OF DOCUMENTS REVIEWED		
S.No.	Description	View file
1	Document	Audit Report _testing1_.pdf
2	New document	Audit Report _testing1_ - Copyihkhkgut7ut7u676789879880-90[knjmb.pdf

Detailed audit report
All ok


Executive summary
All ok

COMPLIANCE STATUS			
Extent of compliance	<75% (Observed practice consistent with recommended practice. Limited need for further development. Monitor)	Assessment of system's ability to meet the audit objectives	Yes


LIST OF NON-CONFORMITIES						
S.No.	Description	Reference criteria	Reference clause	Evidence-1	Evidence-2	Recommendation
1	Non-conformities	ISO 9001:2015	Paperless management system audit	3507022024061320A M.pdf 	4707022024061408A M.pdf 	Evidence uploaded

LIST OF OBSERVATIONS		
S.No.	Description	Recommendation
1	Observation	All done

Acknowledgement
All ok

SIGN OFF			
	Name	Date	Signature
Lead auditor	Vikrant yadav	07-02-2024	

## Editing the Internal Audit Report

1. Click on 'Edit ' at the inprocess status internal audit report dashboard.
2. The edit form will open showing the 'Internal Audit Report' form showing the entries.
3. Update relevant details, as necessary.
4. Click on 'Back' to go back to the previous page.

### Internal Audit Report

INPROCESS STATUS

Show  entries
Search:

S. No.	Audit Plan Ref No.	Audit Report Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/008/01/2024/PY	(TCM)AR-Internal/007/01/2024/PY	16-01-2024 15:37:17	Pramod Yadav						
2	(TCM)AP-Internal/005/12/2023/RD	(TCM)AR-Internal/004/12/2023/PY	20-12-2023 17:46:56	Pramod Yadav	20-12-2023 18:21:32	Sanjay Dewan				
3	(TCM)AP-Product/002/12/2023/RD	(TCM)AR-Product/001/12/2023/RD	19-12-2023 12:56:06	Roshan Dayma	21-12-2023 13:40:34	Sanjay Dewan				

Showing 1 to 3 of 3 entries
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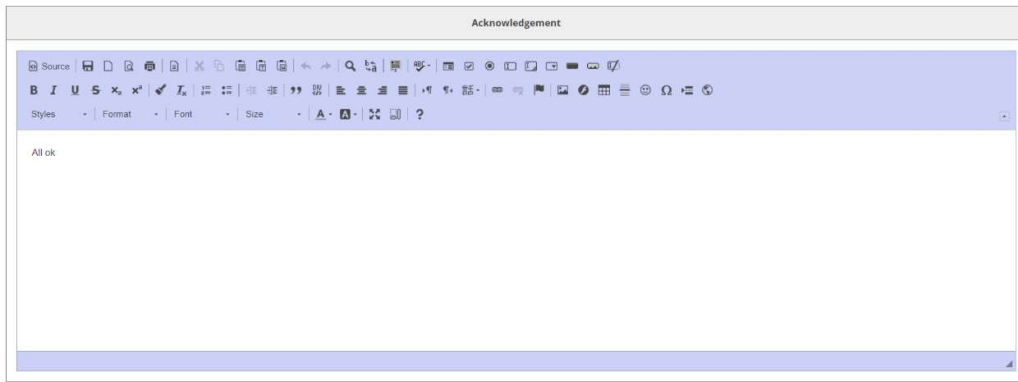
### Internal Audit Report

<b>Audit plan reference No.</b>	(TCM)AP-Internal/009/02/2024/SD	<b>Audit report reference No.</b>	(TCM)AR-Internal/009/02/2024/SD
---------------------------------	---------------------------------	-----------------------------------	---------------------------------

AUDIT INTRODUCTION AND DETAILS	
<b>Name of the organization</b>	<b>Address of the organization</b>
QHSE	Delhi
<b>Audit type</b>	<b>Audit location</b>
Internal Audit	Delhi
<b>Audit criteria</b>	<b>Objectives of audit</b>
ISO 9001:2015	Internal audit



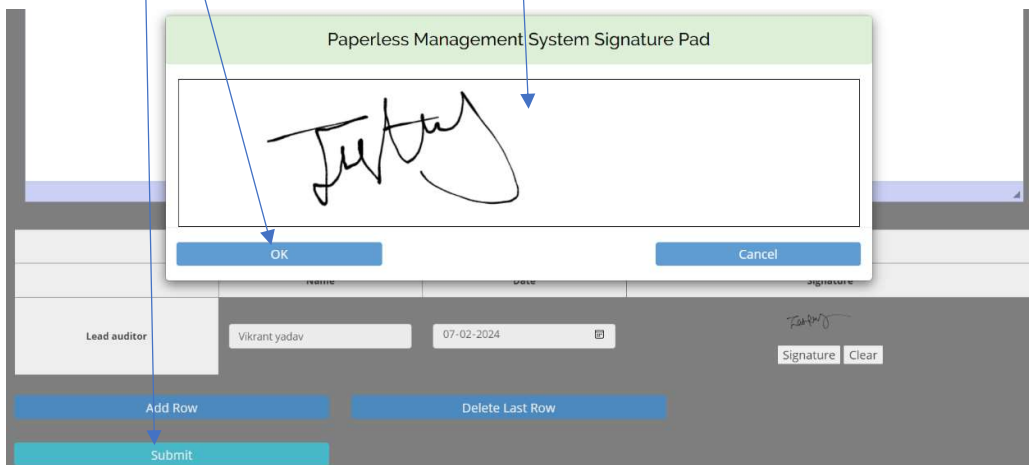




SIGN OFF			
	Name	Date	Signature
Lead auditor	<input type="text" value="Vikrant yadav"/>	<input type="text" value="07-02-2024"/>	 <input type="button" value="Signature"/> <input type="button" value="Clear"/>



7. Click 'Add Row' to add a new row in the 'SIGN OFF' section in case more than one signing authorities have added in the internal audit report.
8. Click 'Delete Last Row' to delete the last row, as required. The row and contents will be deleted.
9. Click on 'Signature' button and sign on the screen by your finger or a digital pen then click ok.
10. Click to 'Submit.'



## Add / View List of Document Reviewed

1. Upon clicking the 'Add / View List of Document Reviewed' for adding will open displaying following information.
2. Write the document description here.
3. You can upload any supporting document by clicking on 'Choose File' and choosing the PDF document.
4. Click to 'Submit'.

[<< Back](#)

### List of Documents Reviewed

Description	Enter document description here
Upload PDF file	<a href="#">Choose file</a>

[Submit](#)


Show  entries Search:

S. No.	Description	View PDF File	Edit	Delete
1	Document			
2	New document			

Showing 1 to 2 of 2 entries Previous  Next

5. You can view the document reviewed by clicking on
6. You can edit the document reviewed by clicking on
7. You can delete (Delete: Unfit for use) the document reviewed by clicking on

## Viewing the PDF Document

1. By clicking on 'View ' you can view at the uploaded PDF document.
2. By clicking on 'Back' button to go back to the previous page.







[<< Back](#)

### List of Documents Reviewed

Description	<input type="text" value="Enter document description here"/>
Upload PDF file	<a href="#">Choose file</a>

[Submit](#)

Show  entries Search:

S. No.	Description	View PDF File	Edit	Delete
1	Document			
2	New document			


Showing 1 to 2 of 2 entries Previous  Next

Read aloud | Ask Copilot

**Audit Report**

- **Testing 1** - Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

## Editing the List of Document Reviewed

1. Click on 'Edit ' at the list of document reviewed.
2. The edit form will open showing the 'List of Document Reviewed' form showing the entries.
3. Update relevant details, as necessary.
4. You can upload any supporting document by clicking on 'Choose File' and choosing the PDF document.
5. Click on 'Update'.
6. Click on 'Back' to go back to the previous page.







[<< Back](#)

### List of Documents Reviewed

Description	Enter document description here
Upload PDF file	<a href="#">Choose file</a>

[Submit](#)

Show  entries Search:

S. No.	Description	View PDF File	Edit	Delete
1	Document			
2	New document			

Showing 1 to 2 of 2 entries Previous  Next


[<< Back](#)

### Edit List of Documents Reviewed

Description	New document
Upload PDF file	<a href="#">Choose file</a> <small>Audit Report_testing1_- Copyihkhkgfuu7ut7u676789879880-90[klnjmb].pdf</small>

[Update](#)

## Deleting the List of Document Reviewed

1. By clicking on 'delete 

[<< Back](#)

### List of Documents Reviewed

**Description**

**Upload PDF file** [Choose file](#)

[Submit](#)

Show 10 entries Search:

S. No.	Description	View PDF File	Edit	Delete
1	Document			
2	New document			

Showing 1 to 2 of 2 entries Previous 1 Next

**Paperless Management System states**

Do you really want to delete this 'Document' document details?

[OK](#) [Cancel](#)

[<< Back](#)

### List of Documents Reviewed

**Description**

**Upload PDF file** [Choose file](#)

[Submit](#)

Show 10 entries Search:

S. No.	Description	View PDF file	Edit	Delete
1	Document			
2	New document			







Showing 1 to 2 of 2 entries Previous 1 Next

## Add / View List of Non-Conformities


1. Upon clicking the 'Add / View List of Non-Conformities' for editing will open displaying following information.
2. Fill the relevant details, as necessary.
3. You can upload 'Evidence-1' and 'Evidence-2' for you supporting document.

[<< Back](#)

### List of Non - Conformities


<b>Description</b> Enter non - conformities description here	<b>Category</b> <input checked="" type="radio"/> Major NC <input type="radio"/> Minor NC
<b>Reference criteria</b> Select reference criteria	<b>Reference clause</b> Enter reference clause here
<b>Evidence-1</b>   	<b>Evidence-2</b>   
<b>Recommendation</b> Enter recommendation here	

[Submit](#)

4. By clicking here , you can upload any image.
  - Choose only .jpg, .png file.
5. Upload the image by clicking on 'Choose Image' and click the 'Yes, I like the picture' for like the picture.
6. Click to 'Upload Image'.

Paperless Management System states


[Choose Image](#)

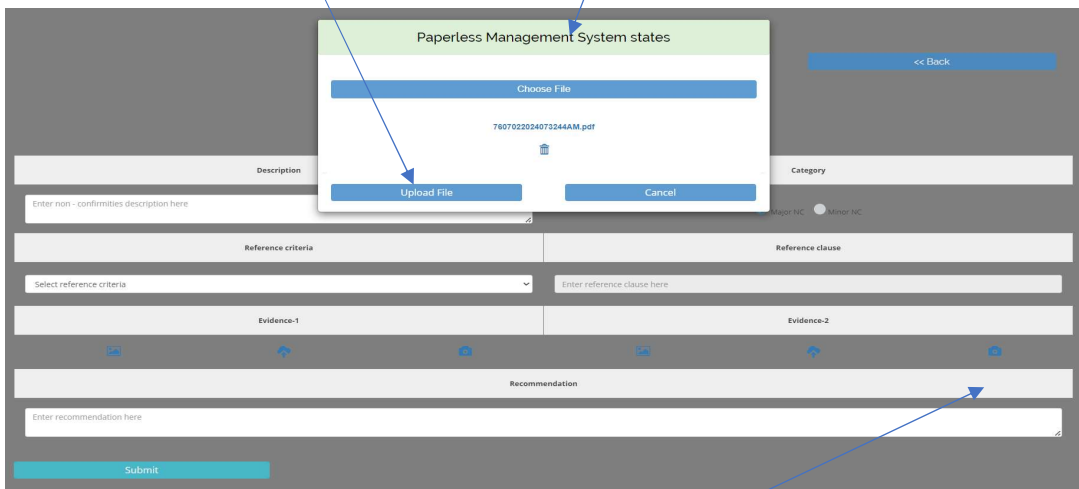


[Yes, I like the picture](#)

[Upload Image](#) [Cancel](#)

Records not found.

7. To upload any pdf document by clicking on 
8. Upload the PDF document by clicking on 'Choose File'.
9. Click to 'Upload File'.



Paperless Management System states

<< Back

Choose File

7607022024073244AM.pdf

Upload File Cancel

Description: Enter non - conforms description here

Category: Major NC Minor NC


Reference criteria: Select reference criteria

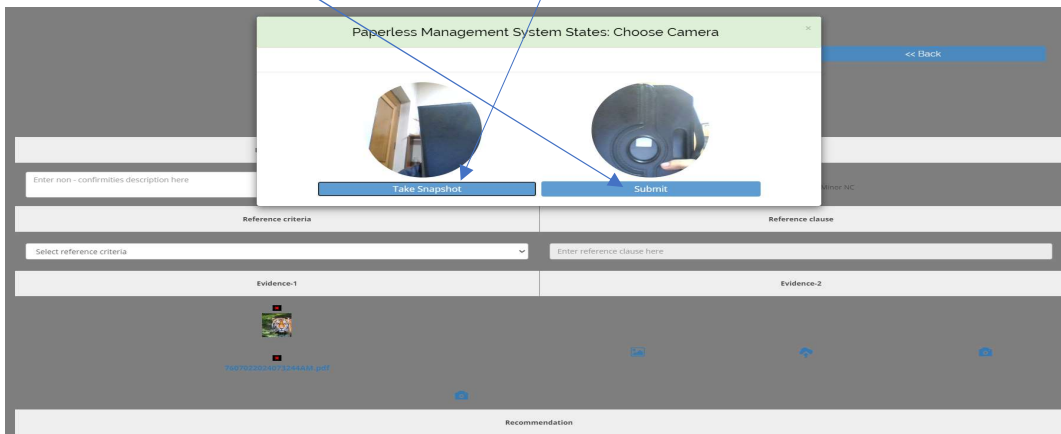
Reference clause: Enter reference clause here

Evidence-1 Evidence-2

Recommendation: Enter recommendation here

Submit

10. To capture any live image by clicking on 
11. By clicking here, you can upload capture snapshot.
12. Capture you image here by clicking 'Take Snapshot'.
13. Click to 'Submit'.



Paperless Management System States: Choose Camera

<< Back

Take Snapshot Submit

Description: Enter non - conforms description here

Category: Major NC Minor NC

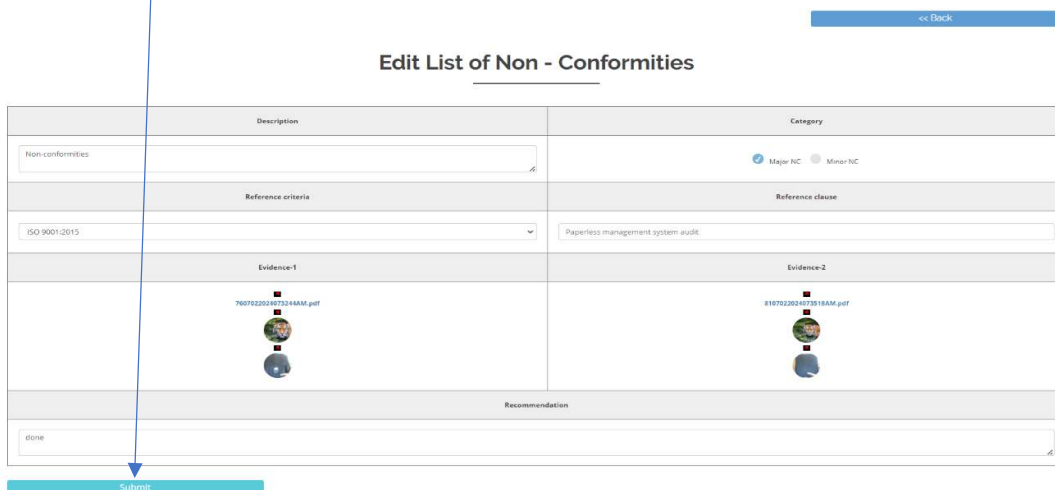
Reference criteria: Select reference criteria

Reference clause: Enter reference clause here

Evidence-1 Evidence-2

Recommendation

14. Click to 'Submit'.



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### Edit List of Non - Conformities

Description	Category
Non-conformities	Major NC Minor NC
Reference criteria	Reference clause
ISO 9001:2015	Paperless management system audit
Evidence-1	Evidence-2
7607022024073244AM.pdf	816702202407318AM.pdf
Recommendation	
done	

Submit









## Editing the List of Non – Conformities





1. Click on 'Edit ' at the list of non- conformities.
2. The edit form will open showing the 'List of Non - Conformities' form showing the entries.
3. Update relevant details, as necessary.
4. Click to 'Submit'.
5. Click on 'Back' to go back to the previous page.

<< Back

### List of Non - Conformities



Description <input style="width: 95%;" type="text" value="Enter non - conformities description here"/>	Category <input checked="" type="radio"/> Major NC <input type="radio"/> Minor NC
Reference criteria <input style="width: 95%;" type="text" value="Select reference criteria"/>	Reference clause <input style="width: 95%;" type="text" value="Enter reference clause here"/>
Evidence-1 <div style="display: flex; justify-content: space-around;">    </div>	Evidence-2 <div style="display: flex; justify-content: space-around;">    </div>
Recommendation <input style="width: 95%;" type="text" value="Enter recommendation here"/>	

Submit

S. No.	Description	Category	Reference Criteria	Reference Clause	Evidence-1	Evidence-2	Recommendation	Edit	Delete
1	Non-conformities	Major NC	ISO 9001:2015	Paperless management system audit	76070220240 73244AM.pdf 	81070220240 73518AM.pdf 	Done		

<< Back





### Edit List of Non - Conformities

Description <input style="width: 95%;" type="text" value="Non-conformities"/>	Category <input checked="" type="radio"/> Major NC <input type="radio"/> Minor NC
Reference criteria <input style="width: 95%;" type="text" value="ISO 9001:2015"/>	Reference clause <input style="width: 95%;" type="text" value="Paperless management system audit"/>
Evidence-1 <div style="text-align: center;">  </div>	Evidence-2 <div style="text-align: center;">  </div>
Recommendation <input style="width: 95%;" type="text" value="done"/>	

Submit

## Deleting the List of Non – Conformities





1. Click on 'Delete' at the list of non - conformities.
2. Click 'OK' in the alert box if you agree with the statement in the alert box.
3. Click 'Cancel' if you want to cancel the action.

S. No.	Description	Category	Reference Criteria	Reference Clause	Evidence-1	Evidence-2	Recommendation	Edit	Delete
1	Non-conformities	Major NC	ISO 9001:2015	Paperless management system audit.			Done		

**Paperless Management System states**

Do you really want to delete this 'Non-conformities' document details?

Enter recommendation here

S. No.	Description	Category	Reference Criteria	Reference Clause	Evidence-1	Evidence-2	Recommendation	Edit	Delete
1	Nonconformities	Major NC	ISO 9001:2015	Paperless management system audit.			Done		

IP Address : 122.180.183.206  
This site is best viewed in Google Chrome and Mozilla Firefox.  
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Designed, developed & maintained by QHSE Risk Consultants LLP

## Add / View List of Observations

1. Upon clicking the 'Add / View List of Observation' for editing will open displaying following information.
2. Fill the relevant details, as necessary.
3. Click to 'Submit'.

[<< Back](#)

### List of Observations

Description


Recommendation

[Submit](#)

S. No.	Description	Recommendation	Edit	Delete
1	All observation are done	All ok	<a href="#">✎</a>	<a href="#">🗑</a>

4. You can edit the document Reviewed by clicking on [✎](#)
5. You can delete (Delete: Unfit for use) the document reviewed by clicking on [🗑](#)

## Editing the List of Observation

1. Click on 'Edit ' at the list of observations.
2. The edit form will open showing the 'List of Observation' form showing the entries.
3. Update relevant details, as necessary.
4. Click to 'Submit'.
5. Click on 'Back' to go back to the previous page.



[<< Back](#)

### List of Observations

Description	
<input type="text" value="Enter observation description here"/>	

Recommendation	
<input type="text" value="Enter recommendation here"/>	

[Submit](#)

S. No.	Description	Recommendation	Edit	Delete
1	All observation are done	All ok		

[<< Back](#)

### Edit List of Observations

Description	
<input type="text" value="All observation are done"/>	

Recommendation	
<input type="text" value="All ok"/>	

[Submit](#)

## Deleting the List of Observations

1. Click on 'Delete' at the list of observations.
2. Click 'OK' in the alert box if you agree with the statement in the alert box.
3. Click 'Cancel' if you want to cancel the action.

The interface consists of a form and a table. The form has two text input fields: 'Description' (with placeholder 'Enter observation description here') and 'Recommendation' (with placeholder 'Enter recommendation here'). Below the form is a teal 'Submit' button. The table below the form has the following structure:

S. No.	Description	Recommendation	Edit	Delete
1	All observation are done	All ok		

The bottom screenshot shows a modal dialog box titled 'Paperless Management System states' with the text: 'Do you really want to delete this 'All observation are done' observation details?'. The dialog has two buttons: 'OK' and 'Cancel'. Blue arrows from the instructions point to the 'Delete' icon in the table and the 'OK' button in the dialog.

## Internal Audit Report - Updating E-mail Confirmation

1. One you submit the edit form the 'E-mail Confirmation' page will open. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on Send Mail and the document will be delivered via email to all recipients with your comments.
6. An alert box will show up then click 'OK'.
7. Click on 'Go to Dashboard' button to go back to the audit management module dashboard.
8. Click on 'Go to Inprocess Section' button to go back to the inprocess status internal audit report dashboard.

Internal Audit Report, Ref No: (TCM)AR-Internal/008/02/2024/SD has been updated successfully.

Comments from sender

Write comments from sender

You can enter multiple email id's below, separated by commas, for sending this form to any receiver / third party

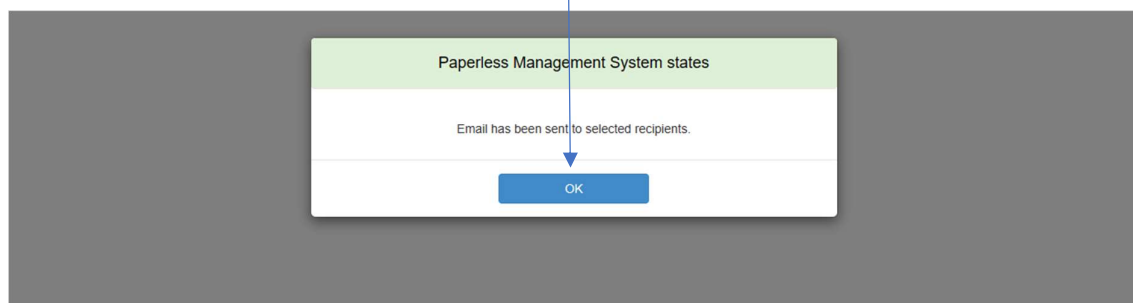
Please select users / clients for creating a working group who shall be involved in working and closure of this form.

<input type="checkbox"/> Abhishek Kumar	<input type="checkbox"/> Belgi Thakur	<input type="checkbox"/> Bhabani Shankar Sutar	<input type="checkbox"/> Gausam Mitra
<input type="checkbox"/> Gopal Jhamtani	<input type="checkbox"/> Harsh Das	<input type="checkbox"/> Harsh Samra	<input type="checkbox"/> Manish Sharma
<input type="checkbox"/> Mohit Gupta	<input type="checkbox"/> Navin Siddarth	<input type="checkbox"/> Nihar Gagli	<input type="checkbox"/> Paritosh Das
<input type="checkbox"/> Prabhakar Verma	<input type="checkbox"/> Prabuddh Agrawal	<input type="checkbox"/> Premoj Yadav	<input type="checkbox"/> Prashant Bhatt
<input type="checkbox"/> Puja Vachher	<input type="checkbox"/> Roshan Dayma	<input type="checkbox"/> Sanjay Devan	<input type="checkbox"/> Shah Krinal Devendrakumar
<input type="checkbox"/> Shibu Suresh Kumar	<input type="checkbox"/> Shruel Hande	<input type="checkbox"/> Sonu Chaurasia	<input type="checkbox"/> Sudip Benerjee
<input type="checkbox"/> Sundeepp P Bhandhali	<input type="checkbox"/> Udit Chharia	<input type="checkbox"/> Vineet Agrawal	

Send Mail

Go to Dashboard

Go to Inprocess Section



## Publishing the Internal Audit Report

1. Click on 'Publish (📣)' at the dashboard to publish internal audit report.
2. Please remember that once you publish the internal audit report no amendments or changes can be done.
3. Click 'OK' in the alert box if you agree with the statement in the alert box.
4. Click 'Cancel' in the alert box if you do not agree with the statement in the alert box.

<< Back

### Internal Audit Report

INPROCESS STATUS

Show 10 entries
Search:

S. No.	Audit Plan Ref No.	Audit Report Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/09/02/2024/SD	(TCM)AR-Internal/08/02/2024/SD	02-02-2024 18:44:28	Sanjay Dewan						
2	(TCM)AP-Internal/08/01/2024/PY	(TCM)AR-Internal/07/01/2024/PY	15-01-2024 15:37:17	Pramod Yadav						
3	(TCM)AP-Internal/05/12/2023/RD	(TCM)AR-Internal/04/12/2023/PY	20-12-2023 17:46:56	Pramod Yadav	20-12-2023 18:21:32	Sanjay Dewan				
4	(TCM)AP-Product/02/12/2023/RD	(TCM)AR-Product/01/12/2023/RD	19-12-2023 2:56:06	Roshan Dayma	21-12-2023 13:40:34	Sanjay Dewan				

Showing 1 to 4 of 4 entries
Previous 1 Next

<< Back

**Paperless Management System states**

Do you really want to publish the Form Internal Audit Report, Ref No: (TCM)AR-Internal/009/02/2024/SD as you would not be able to edit it after publishing?

OK
Cancel

Show 10 entries
Search:

S. No.	Audit Plan Ref No.	Audit Report Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/010/02/2024/SD	(TCM)AR-Internal/009/02/2024/SD	07-02-2024 11:31:16	Sanjay Dewan	10-02-2024 17:27:32	Sanjay Dewan				
2	(TCM)AP-Internal/008/01/2024/PY	(TCM)AR-Internal/007/01/2024/PY	16-01-2024 15:37:17	Pramod Yadav						
3	(TCM)AP-Internal/005/12/2023/RD	(TCM)AR-Internal/004/12/2023/PY	20-12-2023 17:46:56	Pramod Yadav	20-12-2023 18:21:32	Sanjay Dewan				
4	(TCM)AP-Product/002/12/2023/RD	(TCM)AR-Product/001/12/2023/RD	19-12-2023 12:56:06	Roshan Dayma	21-12-2023 13:40:34	Sanjay Dewan				

Showing 1 to 4 of 4 entries
Previous 1 Next

5. Click 'OK' again if you finally agree to publish the internal audit report.
6. Click 'Cancel' in the alert box if you do not agree with the statement in the alert box.

Paperless Management System states
<< Back

You agree to publish the Form Internal Audit Report, Ref No: (TCM)AR-Internal/009/02/2024/SD?

OK
Cancel

Show 10 entries
Search:

S. No.	Audit Plan Ref No.	Audit Report Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/010/02/2024/SD	(TCM)AR-Internal/009/02/2024/SD	07-02-2024 11:31:16	Sanjay Dewan	10-02-2024 17:27:32	Sanjay Dewan				
2	(TCM)AP-Internal/008/01/2024/PY	(TCM)AR-Internal/007/01/2024/PY	16-01-2024 15:37:17	Pramod Yadav						
3	(TCM)AP-Internal/005/12/2023/RD	(TCM)AR-Internal/004/12/2023/PY	20-12-2023 17:46:56	Pramod Yadav	20-12-2023 18:21:32	Sanjay Dewan				
4	(TCM)AP-Product/002/12/2023/RD	(TCM)AR-Product/001/12/2023/RD	19-12-2023 12:56:06	Roshan Dayma	21-12-2023 13:40:34	Sanjay Dewan				

Showing 1 to 4 of 4 entries
PREVIOUS 1 NEXT



## Internal Audit Report Publishing E-mail Confirmation

1. Once you submit the document / form for publishing a new page will open. Here you can send the document / form to any internal or external user.
2. Write any comment from sender here.
3. On the right panel you can send the document by email to any internal users or clients, as per your choice, by checking the box against their names.
4. On the left panel you can send the document by email to any of the external user by typing their email ids separated with commas.
5. Click on 'Send Email'
6. An alert box will show up then click 'OK.'
7. Click on 'Go to Dashboard' button to go back to the audit management module dashboard.
8. Click on 'Go to Completed Section' button to go back to the completed status internal audit report dashboard.

Internal Audit Report, Ref No: (TCM)AR-Internal/009/02/2024/SD has been published successfully.



The screenshot displays the 'Internal Audit Report Publishing E-mail Confirmation' interface. At the top, a message states: "Internal Audit Report, Ref No: (TCM)AR-Internal/009/02/2024/SD has been published successfully." Below this, the interface is divided into several sections:

- Comments from sender:** A text area with the placeholder "Write comments from sender".
- Email Input:** A text area with the instruction "You can enter multiple email id's below, separated by commas, for sending this form to any receiver / third party".
- User Selection:** A list of users with checkboxes for selection. The users listed are:

<input type="checkbox"/> Abhishek Kumar	<input type="checkbox"/> Bakul Thakur	<input type="checkbox"/> Bhavana Shankar Sutar	<input type="checkbox"/> Gaurav Mitra
<input type="checkbox"/> Gopal Prasad	<input type="checkbox"/> Manish Das	<input type="checkbox"/> Harsh Varmur	<input type="checkbox"/> Manish Sharma
<input type="checkbox"/> Mohit Gupta	<input type="checkbox"/> Navin Siddarth	<input type="checkbox"/> Nihar Dagi	<input type="checkbox"/> Parbosh Das
<input type="checkbox"/> Prashant Verma	<input type="checkbox"/> Prabhuddh Agrawal	<input type="checkbox"/> Prasad Yadav	<input type="checkbox"/> Prashant Bhatt
<input type="checkbox"/> Puja Vachher	<input type="checkbox"/> Roshan Dayma	<input type="checkbox"/> Sanjay Deshm	<input type="checkbox"/> Shah Kunal Devedrakumar
<input type="checkbox"/> Shubh Senthil Kumar	<input type="checkbox"/> Shrut Hamde	<input type="checkbox"/> Sonu Choudhary	<input type="checkbox"/> Sudip Banerjee
<input type="checkbox"/> Sundeep B Bhandari	<input type="checkbox"/> Udit Chandra	<input type="checkbox"/> Vineet Agrawal	
- Buttons:** "Send Mail", "Go to Dashboard", and "Go to Completed Section".

Below the main interface, a "Paperless Management System states" alert box is shown with the message "Email has been sent to selected recipients." and an "OK" button.

## Condemned the Internal Audit Report

1. Click on 'Condemned 
2. You can condemn the internal audit report, as appropriate by clicking on 
3. Click 'OK' in the alert box if you agree with the statement in the alert box.
4. Click 'Cancel' if you want to cancel the action.
5. A message will show up with successfully condemned message.

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### Internal Audit Report

INPROCESS STATUS

Showing 1 to 4 of 4 entries Search:

S. No.	Audit Plan Ref No.	Audit Report Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/09/02/2024/SD	(TCM)AR-Internal/08/02/2024/SD	02-02-2024 18:44:28	Sanjay Dewan	05-02-2024 18:13:29	Sanjay Dewan				
2	(TCM)AP-Internal/08/01/2024/PY	(TCM)AR-Internal/07/01/2024/PY	16-01-2024 15:37:17	Pramod Yadav						
3	(TCM)AP-Internal/05/12/2023/RD	(TCM)AR-Internal/04/12/2023/PY	20-12-2023 17:46:56	Pramod Yadav	20-12-2023 18:21:32	Sanjay Dewan				
4	(TCM)AP-Product/02/12/2023/RD	(TCM)AR-Product/01/12/2023/RD	19-12-2023 12:56:06	Roshan Dayma	21-12-2023 13:40:34	Sanjay Dewan				

Showing 1 to 4 of 4 entries Previous 1 Next

---

Paperless Management System states

Do you really want to condemn the Form Internal Audit Report, Ref No: (TCM)AR-Internal/08/02/2024/SD?

OK
Cancel

[Users](#) [User Guide](#) [Support](#) [Settings](#) [Logout/TC/Sanjay Dewan](#)

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### Internal Audit Report

INPROCESS STATUS

Showing 1 to 4 of 4 entries Search:

S. No.	Audit Plan Ref No.	Audit Report Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	View	Edit	Publish	Condemned
1	(TCM)AP-Internal/009/02/2024/SD	(TCM)AR-Internal/008/02/2024/SD	02-02-2024 18:44:28	Sanjay Dewan	05-02-2024 18:38:52	Sanjay Dewan				
2	(TCM)AP-Internal/008/01/2024/PY	(TCM)AR-Internal/007/01/2024/PY	16-01-2024 15:37:17	Pramod Yadav						
3	(TCM)AP-Internal/005/12/2023/RD	(TCM)AR-Internal/004/12/2023/PY	20-12-2023 17:46:56	Pramod Yadav	20-12-2023 18:21:32	Sanjay Dewan				
4	(TCM)AP-Product/002/12/2023/RD	(TCM)AR-Product/001/12/2023/RD	19-12-2023 12:56:06	Roshan Dayma	21-12-2023 13:40:34	Sanjay Dewan				

Showing 1 to 4 of 4 entries Previous 1 Next


6. Then you will see 'Go to Dashboard' and 'Go to Condemned Section' button the alert box.
7. By clicking the button 'Go to Dashboard', you will directly go to the audit management module Dashboard.
8. By clicking the button 'Go to Condemned Section', you will go to the condemned status internal audit report dashboard.

Internal Audit Report, Ref No: (TCM)AR-Internal/008/02/2024/SD has been condemned successfully.

Go To Dashboard

Go to Condemned Section

## Completed Status Dashboard - Internal Audit Report

1. Here you can view all completed status internal audit report.
2. Click the number shown under 'Completed' and go to the completed status internal audit report dashboard.
3. You can search here any completed status internal audit report.
4. You can archive any internal audit report by clicking on .

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### Internal Audit Report







S. No.	New	Inprocess	Completed	Condemned	Archived
1		3	2	2	1

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### Internal Audit Report

COMPLETED STATUS

Show  entries
Search:

S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Published Date	Published By	View	Send To Archive
1	(TCMJAR-Internal/009/02/2024/SD	07-02-2024 11:31:16	Sanjay Dewan	10-02-2024 17:27:32	Sanjay Dewan	10-02-2024 17:32:02	Sanjay Dewan		
2	(TCMJAR-Process/006/01/2024/PY	16-01-2024 06:21:24	Pramod Yadav	16-01-2024 06:34:07	Pramod Yadav	16-01-2024 06:35:04	Pramod Yadav		
3	(TCMJAR-Process/005/01/2024/SD	08-01-2024 16:05:10	Sanjay Dewan	08-01-2024 16:14:55	Sanjay Dewan	08-01-2024 16:23:33	Sanjay Dewan		

Showing 1 to 3 of 3 entries
Previous  Next

5. Click 'OK' in the alert box if you agree with the statement in the alert box.
6. Click 'Cancel' in the alert box if you do not agree with the statement in the alert box.
7. Again, you will see the alert box of 'Archived Successfully'.
8. Then you will see 'Go to Archives Section' and 'Go to Completed Section' button the alert box.
9. By clicking the button 'Go to Archives Section', you will directly go to the archived status internal audit report in the archive module.
10. By clicking the button 'Go to Completed Section', you will go to the completed status internal audit report dashboard.

**Paperless Management System states**

Do you really want to archive the Form Internal Audit Report, Ref No: (TCM)AR-Internal/009/02/2024/SD?

OK Cancel

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### Internal Audit Report

COMPLETED STATUS

Show 10 entries Search:

S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Published Date	Published By	View	Send To Archive
1	(TCM)AR-Internal/009/02/2024/SD	07-02-2024 11:31:16	Sanjay Dewan	10-02-2024 17:27:32	Sanjay Dewan	10-02-2024 17:32:02	Sanjay Dewan	👁	📄
2	(TCM)AR-Process/006/01/2024/PY	16-01-2024 06:21:24	Pramod Yadav	16-01-2024 06:34:07	Pramod Yadav	16-01-2024 06:35:04	Pramod Yadav	👁	📄
3	(TCM)AR-Process/005/01/2024/SD	08-01-2024 16:05:10	Sanjay Dewan	08-01-2024 16:14:55	Sanjay Dewan	08-01-2024 16:23:33	Sanjay Dewan	👁	📄

Showing 1 to 3 of 3 entries Previous 1 Next

**Paperless Management System states**

Internal Audit Report, Ref No: (TCM)AR-Internal/009/02/2024/SD has been archived successfully.

Go to Archives Section Go to Completed Section

## Condemned Status Dashboard – Internal Audit Report

1. Here you can view all condemned status internal audit report.
2. Click the number shown under 'Condemned' and go to the condemned status internal audit report dashboard.
3. You can search here any condemned status internal audit report.
4. You can view any internal audit report by clicking on .
5. Click on 'Back' to go back to the previous page.

### Internal Audit Report

S. No.	New	Inprocess	Completed	Condemned	Archived
1		3	2	2	1

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### Internal Audit Report

#### CONDEMNED STATUS

Show  entries

Search:

S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Condemned Date	Condemned By	View
1	(TCM)AR-Internal/008/02/2024/SD	02-02-2024 18:44:28	Sanjay Dewan	05-02-2024 18:38:52	Sanjay Dewan	05-02-2024 18:43:22	Sanjay Dewan	
2	(TCM)AR-Manufacturing/002/12/2023/RD	19-12-2023 13:09:46	Roshan Dayma	19-12-2023 14:21:37	Roshan Dayma	19-12-2023 17:21:18	Roshan Dayma	

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### Internal Audit Report

<b>Audit plan reference No.</b>	(TCM)AP-Product/002/12/2023/RD	<b>Audit report reference No.</b>	(TCM)AR- Manufacturing/002/12/2023/RD
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AUDIT INTRODUCTION AND DETAILS			
<b>Name of the organization</b>	QHSE Risk Consultants LLP	<b>Audit type</b>	Manufacturing Audit
<b>Audit reference No.</b>	Mayur Vihar, New Delhi	<b>Audit location</b>	Mayur Vihar, New Delhi
<b>Audit criteria</b>	ISO 28001:2012	<b>Other</b>	
<b>Objectives of audit</b>			
Manufacturing Audit			
<b>Department / Functions to be audited</b>	Manufacturing Department	<b>Management / Site point of contact</b>	Vikrant Yadav
<b>Language of audit</b>	English	<b>Auditors name</b>	Vikrant Yadav, Prabhudh agarwal
<b>Audit report date</b>	21-12-2023	<b>Audit methodology</b>	Paperless management system manufacturing department audit 2

MEETING DETAILS			
Date and time of opening meeting	Place of opening meeting	Date and time of closing meeting	Place of closing meeting
20-12-2023 13:02	Mayur Vihar, New Delhi	20-12-2023 18:00	Mayur Vihar New Delhi

AUDIT SCHEDULE					
S.No.	From date and time	To date and time	Departments / Functions to be audited	Name of auditee	Reference & comments
1	21-12-2023 12:01	21-12-2023 18:05	Manufacturing Department	Vikrant Yadav	Yearly Audit

LIST OF DOCUMENTS REVIEWED		
S.No.	Description	View file
1	Paperless management system manufacturing Department audit 2	<a href="#">Audit Report_testing 2_.pdf</a>
2	Paperless Management system manufacturing department audit 2	<a href="#">Audit Report_testing 2_.pdf</a>

Detailed audit report
Paperless management system manufacturing department audit 2


Executive summary
Paperless management system manufacturing department audit 2

COMPLIANCE STATUS			
Extent of compliance	<75% (Observed practice consistent with recommended practice. Limited need for further development. Monitor)	Assessment of system's ability to meet the audit objectives	Yes


LIST OF NON-CONFORMITIES						
S.No.	Description	Reference criteria	Reference clause	Evidence-1	Evidence-2	Recommendation

LIST OF OBSERVATIONS		
S.No.	Description	Recommendation

Acknowledgement
Paperless management system manufacturing department audit 2

SIGN OFF			
	Name	Date	Signature
Lead auditor	Vikrant Yadav	21-12-2023	

## Archive Status Dashboard – Internal Audit Report

1. Here you can view all archived internal audit reports.
2. Click the number shown under 'Archived' and you will go to the archived status internal audit report dashboard.
3. You can search here any archived status internal audit report.
4. You can view any internal audit report by clicking on .
5. Click on 'Back' to go back to the previous page.

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### Internal Audit Report


S. No.	New	Inprocess	Completed	Condemned	Archived
1		3	2	2	1

[<< Back](#)

### Internal Audit Report

ARCHIVED STATUS

Show  entries Search:

S. No.	Ref No.	Initial Date	Submitted By	Last Edited Date	Last Edited By	Published Date	Published By	Archived Date	Archived By	View
1	(TCM)AR-2nd Part y/003/12/2023/R D	19-12-2023 15:40:20	Roshan Dayma	19-12-2023 16:40:46	Roshan Dayma	19-12-2023 17:19:12	Roshan Dayma	20-12-2023 11:07:44	Pramod Yadav	

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## Archive - Internal Audit Report

<b>Audit plan reference No.</b>	(TCM)AP- Manufacturing/003/12/2023/RD	<b>Audit report reference No.</b>	(TCM)AR-2nd Party/003/12/2023/RD
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AUDIT INTRODUCTION AND DETAILS			
<b>Name of the organization</b>	QHSE Risk Consultants LLP	<b>Audit type</b>	2nd Party Audit
<b>Audit reference No.</b>	Mayur Vihar, New Delhi	<b>Audit location</b>	Mayur Vihar, New Delhi
<b>Audit criteria</b>	ISO 55001:2016	<b>Other</b>	
<b>Objectives of audit</b>			
2nd Party Audit			
<b>Department / Functions to be audited</b>	Accounts and Human Resource Department	<b>Management / Site point of contact</b>	Prabhudh Agarwal
<b>Language of audit</b>	English	<b>Auditors name</b>	Vikrant Yadav, Sonu
<b>Audit report date</b>	20-12-2023	<b>Audit methodology</b>	Accounts and Human Resource Department audit 3

MEETING DETAILS			
<b>Date and time of opening meeting</b>	<b>Place of opening meeting</b>	<b>Date and time of closing meeting</b>	<b>Place of closing meeting</b>
20-12-2023 10:30	Mayur vihar, New Delhi	19-12-2023 15:12	New Delhi





AUDIT SCHEDULE					
S.No.	From date and time	To date and time	Departments / Functions to be audited	Name of auditee	Reference & comments
1	19-12-2023 19:22	20-12-2023 15:42	accounts and Human Resource Department	Vikrant Yadav	Yearly Audit Report

LIST OF DOCUMENTS REVIEWED		
S.No.	Description	View file
1	Accounts and Human Resource Department audit 3	<a href="#">Audit Report_testing 3_.pdf</a>

Detailed audit report
Paperless management system Accounts and Human Resource department audit 3

Executive summary
Paperless management system Accounts and Human Resource department audit 3

COMPLIANCE STATUS			
<b>Extent of compliance</b>	<75% (Observed practice consistent with recommended practice. Limited need for further development. Monitor)	<b>Assessment of system's ability to meet the audit objectives</b>	Yes

LIST OF NON-CONFORMITIES						
S.No.	Description	Reference criteria	Reference clause	Evidence-1	Evidence-2	Recommendation
1	Paperless management system audit 3	ISO 55001:2016	Paperless management system audit 3	7719122023105015A M.pdf  	4119122023105053A M.pdf  	Paperless management system audit 3

LIST OF OBSERVATIONS		
S.No.	Description	Recommendation
1	Paperless management system Accounts and Human Resource department audit 3	Paperless management system Accounts and Human Resource department audit 3

Acknowledgement
Paperless management system Accounts and Human Resource department audit 3

SIGN OFF			
	Name	Date	Signature
Lead auditor	Sonu	21-12-2023	