



**System Requirements Specifications (Abridged)
Surveillance And Enforcement Division
Preparation Of Annual Surveillance Plans and
Monitoring Of Surveillance Activities -SED1**

Version: 1.1

SED1.2 - PLANNING OF AUDIT/ SURVEILLANCE ACTIVITY

| | |
|-----------------------|---------------------------------------|
| Project Name: | eGCA |
| Customer Name: | Directorate General of Civil Aviation |
| Location: | New Delhi |



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All revisions made to this document are listed here in sequential order

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|----------------------|---|
| SED1 | SED1.2 – PLANNING OF AUDIT/SURVEILLANCE ACTIVITY |
| ADMINISTRATOR | DIRECTOR – SURVEILLANCE AND ENFORCEMENT DIVISION |
| MODULE OWNER | ALL DIRECTORATES/OFFICES |

1. SYNOPSIS

PLANNING OF AUDIT/SURVEILLANCE ACTIVITY

INPUT

1. Audit/Surveillance Planning Details.
 - 1.1. Basic Details Of Auditee, selected in Audit Module Creation (Pre Planning) Stage.
 - 1.2. Audit Month.
 - 1.3. Audit Start Date
 - 1.4. Audit Closure Date.
 - 1.5. Place Of Audit
 - 1.6. Audit Officers Selection.
 - 1.7. Trainee Detail
 - 1.8. Class/Category Of Audit.
 - 1.9. Type Of Audit.
 - 1.10. Audit Checklist details.
 - 1.11 Audit Questions.
-

PROCESS

1. Specific admin/User (Module owner) of respective directorate/office enters the relevant data for planning of audit module for respective surveillance activity, created in audit module creation (pre planning) stage. Post data entry an email will be sent to administrator (specific admin/user) of Surveillance Activity, to Specific admin/user (Module Owner) of the respective directorate/office, Specific admin/user (Post Holder) of the auditee, Audit officers of the Surveillance Activity, intimating about the planned audit/surveillance activity, so that they can start preparing for this planned activity after review of furnished information of planned activity by Specific Admin/User of SED.
-

OUTPUT

1. A success message will be generated for successful planning of respective audit/surveillance Module.
-



2. REFERENCES

| | |
|-------------------|---|
| RULE | Rule 133B of the Aircraft Rules 1937 |
| AIC | 5 OF 2009 |
| ADVISORY CIRCULAR | AAC No 2 of 2011, Enforcement Circular No. 1/2009 |
| PROCEDURE MANUAL | Surveillance Procedure Manual : Chapter 2,Chapter 3,Chapter 7,Chapter 8, Appendix "D", Appendix "E", Appendix "F", Appendix "G" |
| OTHERS | ASP-2015 : Page 8,Page 9,Circular Of Regulatory Audit : ASP-2015,Appendix1,Page 154,Regulatory Audit Procedure:ASP-2015,Annexure-A,Page 156. GM : Ramp Inspection Manual –CAP 8500 Paragraph 4.2.2.2 of ICAO Annex 6 (Operation of Aircraft, Part I – International Commercial Air Transport – Aeroplanes) All other references mentioned in SRS Section 3 BUSINESS RULES. |

3. BUSINESS RULES

| ID No. | REFERENCE CAR / AIC / PR. MANUAL | III. BUSINESS RULES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE | Remarks |
|---------------|--|---|---|
| SED1.2 / BR 1 | <p>ASP-2015,Annexure 1,Page 154 GM : MANUAL OF REGULATORY AUDIT http://dgca.nic.in/manuals/Manual%20of%20Reg%20Audits.pdf</p> <p>Others : Circular Of Regulatory Audit: ASP-2015, Appendix1,Page 154. Regulatory Audit Procedure: ASP-2015, Annexure-A, Page 156.</p> | <p>Surveillance Activity: Regulatory Audit Program: Besides the surveillance, regulatory audits will be carried out during the year with an aim to ascertain the internal control of any organization in its activities and to ensure compliance of regulatory requirements.</p> | |
| SED1.2 / BR 2 | <p>GM : Ramp inspection Manual CAP 8500</p> <p>AIC : Aeronautical Information Circular 05/2009</p> <p>Others : Paragraph 4.2.2.2 of ICAO Annex 6 (Operation of Aircraft, Part I – International Commercial Air Transport – Aeroplanes)</p> | <p>Surveillance Activity :Surveillance Of Foreign Aircraft(SOFA): States performs a well establish programmed surveillance of operations in their territory by a foreign operator and takes appropriate action when necessary to preserve safety. Designated airlines of foreign countries who have been issued the operating authorization / permit by DGCA are subjected to surveillance by inspectors of DGCA in accordance with the procedures established. The surveillance of foreign airlines shall be limited only to ramp inspection including documentation reviews.</p> | Please Refer SRS for SED 2 for detailed information about SOFA inspection |
| SED1.2 / BR 3 | <p>SPM : Surveillance Procedure Manual, Chapter 7</p> <p>Others : ASP-2015,Page 8</p> | <p>Surveillance Activity :Quality Assessment Checks : In order to ensure that surveillance inspections are carried out as per ASP and proper procedures are followed for classification of findings as Level I or Level II, surveillance records are maintained properly and closure actions on Deficiency Reporting Form are taken after due compliance on all actions required, it is necessary that Quality Assessment of surveillance activity of various Directorates are carried out by</p> | |



| | | | |
|------------|--|--|--|
| | | DGCA nominated inspectors. The officers assigned with Quality Assessment must use the check list. | |
| SED1.2/BR4 | <p>SPM: Surveillance Procedure Manual, Chapter 7</p> <p>Others : ASP-2015,Page 8</p> | <p>Surveillance Activity: Cross Regional Checks :</p> <p>The Cross Regional Checks are intended to ensure uniformity and standardization of surveillance procedures followed by various Directorates / Regions. Further, such checks will also enhance streamlining of surveillance procedures adopted in various Directorates / Regions.</p> | |
| SED1.2/BR5 | <p>SPM: Surveillance Procedure Manual, Chapter 8</p> | <p>Surveillance Activity: Night Surveillance Checks :</p> <p>In order to enhance safety of operation and to maintain higher standard of continued oversight of operators, all Directorates / Regional offices are required to carry out night surveillance inspections in their regions, sub-regions ensuring that the activities carried out by various operators / organizations during the night are meeting the desired level of standards.</p> | |
| SED1.2/BR6 | <p>Others : ASP-2015,Page 9</p> <p>GM : Ramp inspection Manual CAP 8500</p> | <p>Surveillance Activity :Ramp Inspection :</p> <p>Ramp Inspection are planned product inspections carried out to inspect aircraft at ramp during schedule operation to verify the compliance of laid down regulation during operation of schedule airlines. At least one ramp inspection per type of aircraft per operator shall be carried out quarterly. This inspection may be carried out by DAW jointly with FSD representatives. In case, only an airworthiness representative is inspecting the aircraft, then only items related to airworthiness shall be checked and remaining may be crossed. The ramp checks may be carried out at Base /Transit stations. The newly recruited officers may also form part of the Ramp Inspections as a part of their OJT Trainings.</p> | |

| | | | |
|-------------|--|---|--|
| SED1.2/BR7 | <p>Others : ASP -2015,Page 8</p> | <p>Surveillance Activity :Spot Checks : Spot checks are unplanned checks and will be carried out to verify the effectivly of internal audit system of any organisation and ensuring the continued compliance of previous DGCA audit / surveillance findings. The spot checks shall not form the part of ASP, however the details and discrepancy reported during this course will be reviewed in monthly surveillance meetings. Head of the DGCA regional office shall convene meeting at least once in three months or when desirable with the Accountable Manager of respective organization if there are any discrepancies observed during spot checks and to review its affectivity.</p> | |
| SED1.2/BR8 | <p>Others : GM : MANUAL OF REGULATORY AUDIT, Checklists –Airworthiness, Annexure 1, MANUAL OF REGULATORY AUDIT, Checklists –Operations Checklists, Annexure II http://dgca.nic.in/manuals/Manual%20of%20Reg%20Audits.pdf</p> | Checklist For Regulatory Audits | |
| SED1.2/BR9 | <p>GM : Ramp inspection Manual CAP 8500,Appendix 5</p> | Checklist For Surveillance Of Foreign Aircraft(SOFA) | |
| SED1.2/BR10 | <p>SPM: Surveillance Procedure Manual : Appendix "E"</p> | Checklist For Quality Assessment Checks | |
| SED1.2/BR11 | <p>SPM: Surveillance Procedure Manual : Appendix "F"</p> | Checklist For Cross Regional Checks | |

| | | | |
|-------------|--|---|--|
| SED1.2/BR12 | SPM: Surveillance Procedure Manual : Appendix "G" | Checklist For Night Surveillance Checks | |
| SED1.2/BR13 | SPM: Surveillance Procedure Manual : Appendix "D" Others : GM : Ramp inspection Manual CAP 8500,Appendix 5 | Checklist for Ramp Inspection | |
| SED1.2/BR14 | AC: AAC No 2 of 2011: Categorization of Surveillance/ Audit findings. | Finding Categories Description : Level 1 and Level 2 | |
| SED1.2/BR15 | AC: Enforcement Circular No. 1/2009 : Procedure of resolution of deficiencies observed during surveillance | Procedure of resolution of deficiencies observed during surveillance. | |
| SED1.2/BR16 | SPM: Surveillance procedure manual , deficiency reporting form appendix 'C' CA-2001 | Deficiency Reporting Form : Observations made during surveillance shall be recorded against each item of audit check list .The completed deficiency reporting form should then the forwarded to the concerned operator/organization for necessary corrective action (Appendix 'C'). | |

4. APPLICATION / DATA ELEMENTS

| ID | REFEREN CE CAR / AIC / PR. MANUAL | PARTICULARS | DETAIL | Remarks |
|---------------|---|--------------------|---|---|
| SED1.2 – DE 1 | | AUDIT MODULE ID | It will have all Audit Module Id Created till date For the respective directorate/Office. | Master driven values for Audit Module Id, |



| ID | REFEREN CE CAR / AIC / PR. MANUAL | PARTICULARS | DETAIL | Remarks |
|---------------|---|-------------------------------------|--|--|
| | | | | Populated from master list. For detailed validation about this field, please refer SRS section SED1.2/10.1 – 1 |
| SED1.2 – DE 2 | | MODULE ID | It will display Audit module id selected from Audit Module Id list. | For detailed validation about this field, please refer SRS section SED1.2/10.1 – 2 |
| SED1.2 – DE 3 | | STATUS | It will display system driven value for current Status of Audit Module. | For detailed validation about this field, please refer SRS section SED1.2/10.1 – 3 In planning stage applicable value for status will be “UNPLANNED” or “PLANNED”. |
| SED1.2 – DE 4 | | NAME OF AUDIT/SURVEILLANCE ACTIVITY | For surveillance (ramp inspection) of foreign airlines system will auto populate SURVEILLANCE (RAMP INSPECTION) OF FOREIGN AIRCRAFT | For more details and field validations about this section, please refer SRS section SED1.2/10.1 – 4. |
| SED1.2 – DE 5 | | NAME OF THE DIRECTORATE | It will have Module Owner directorate name Of The Audit/Surveillance Activity. | For more details and field validations about this field, please refer SRS section SED1.2/10.1 – 5. |
| SED1.2 – DE 6 | | AUDIT/SURVEILLANCE PLANNING DETAILS | This section will have A grid to capture Audit/Surveillance Planning data. Following fields will be captured along with pre populated basic details of auditee : AUDIT MONTH, AUDIT START DATE, AUDIT CLOSURE DATE, PLACE OF AUDIT, AUDIT OFFICER SELECTION, TRAINEE NAME, CLASS/CATEGORY OF AUDIT, TYPE OF AUDIT, CHECKLIST DETAIL and AUDIT QUESTION. | For more details and field validations about this section, please refer SRS section SED1.2/10.1 – 6.1 to 6.10. |



| ID | REFEREN CE CAR / AIC / PR. MANUAL | PARTICULARS | DETAIL | Remarks |
|----|---|-------------|--------|---------|
| | | | | |

5. PROCESS

| | |
|------------------------|--|
| PROCESS | <p>Specific Admin/User (Module owner) of DGCA logs in to the eGCA portal, access the section of Surveillance and Enforcement division for Planning of respective surveillance activity and enters the relevant details for planning of the Audit Module.</p> <p>After submission of Furnished information a success message will be generated by system for successful planning of Audit/Surveillance activity which would form the basis of execution of surveillance activity. The status of module id will land in inbox (respective "MODULE DETAILS INDEX") of Module Owner (respective admin/user) of the directorate/office, administrator of Surveillance Activity, Specific Admin/User of SED (For review) with current stage as "PLANNING"(before review current stage will be "UNDER REVIEW") and current status as "PLANNED". An email will be sent to administrator of Surveillance Activity, Specific admin/user (Module Owner) of the respective directorate/office, Specific admin/user (Post Holder) of the auditee, Audit officers of the Surveillance Activity, intimating about the planned surveillance activity so that they can start preparing for this planned activity after review of furnished information of planned activity by Specific Admin/User of SED.</p> |
| VERIFIER | Specific Admin/User of SED. |
| APPROVER | Specific Admin/User of SED. |
| EXEMPTION | NA |
| RETURN AFTER EXEMPTION | NA |



6. INTERDEPENDENCIES

| SERVICE | INFORMATION RECEIVED FROM OTHER DIRECTORATE(S) / EXTERNAL STAKEHOLDER(S) | | |
|---|--|---|---|
| | INFORMATION RECEIVED | EXTERNAL STAKEHOLDER(S) | INTERNAL STAKEHOLDER |
| SED1.2 – Planning of Audit/Surveillance activity. | Reference Documents (MOE, CAME etc.) of Auditee. | Auditee (Operator, Organization, Aircraft, Directorates). | All Directorates |
| | Module Owner of respective Surveillance Activity | | Respective Directorate |
| | Administrator Of the Respective Surveillance Activity | Auditee (Operator, Organization, Aircraft, Directorates). | Respective Directorate |
| | Checklist For Respective Surveillance Activity. | Auditee (Operator, Organization, Aircraft, Directorates). | Audit Officers, Module Owner and Administrator of the respective Surveillance Activity. |
| | Auditee Details (Master Maintained) | | All Directorates. |

7. OUTPUT

| | |
|--|--|
| <p>Successful Planning Of Module Of Audit/Surveillance activity.</p> | <ol style="list-style-type: none"> 1. A success message will be generated by system for successful planning of Audit/Surveillance activity. 2. The status of module id will land in inbox (respective "MODULE DETAILS INDEX") of Module Owner (respective admin/user) of the directorate/office, administrator of Surveillance Activity, Specific Admin/User of SED (For review) with current stage as "UNDER REVIEW" and current status as "PLANNED". 3. An email will be sent to administrator of Surveillance Activity, Specific admin/user (Module Owner) of the respective directorate/office, Specific admin/user (Post Holder) of the auditee, Audit officers of the Surveillance Activity, intimating about the planned surveillance activity so that they can start preparing for this planned activity after review of furnished information of planned activity by Specific Admin/User of SED. |
|--|--|

8. SPECIFIC SOFTWARE FEATURES

| FEATURE ID | VII. SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE | CROSS REFERENCE SECTION (IF ANY) |
|---------------|--|----------------------------------|
| SED1.2 / SF 1 | <p>Audit/Surveillance plan submission of planned activity: Please Refer SRS section SED1.1/SF1 for more details.</p> | |
| SED1.2 / SF 2 | <p>Reference Details Of Surveillance Activity : Please Refer Business Rules section SED1.1/SF2 and SED1.1/SF3 for more details.</p> | |
| SED1.2 / SF 3 | <p>For each Directorate, there should be a provision to select respective Unplanned Audit Module Id for Planning of Audit/Surveillance Activity.</p> | SED1.2 – DE 1 |
| SED1.2 / SF 4 | <p>Audit/Surveillance Planning Details:</p> <p>There should be a mechanism to capture Audit/Surveillance Planning data with following provisions :</p> <ol style="list-style-type: none"> 1. It should have list of Auditee added in the grid during audit module creation (Pre Planning Stage). 2. Data entry operator will have an option to select all or some of them as per his choice to plan the respective surveillance activity. 3. Basic details of Auditee should be auto populated by system from maintained master data. 4. Audit/Surveillance planning data should be entered by data entry operator. | SED1.2 – DE 6.1 to 6.10 |



| FEATURE ID | VII. SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE | CROSS REFERENCE SECTION (IF ANY) |
|------------|--|----------------------------------|
| | <p>5. Following details should be entered by data entry operator :</p> <p>Audit Month : Month on which audit surveillance activity is planned. Entered by data entry user .</p> <p>Audit Start Date : Date on which auditors should start the audit activity. Entry by data entry user and date chosen from holiday marked HRMS calendar.</p> <p>Audit Closure Date : Date on which auditors should complete the audit activity. Entry by data entry user and date chosen from holiday marked HRMS calendar.</p> <p>Place Of Audit : Location at which audit activity is planned.</p> <p>Audit Officer Selection :</p> <ul style="list-style-type: none"> ➤ This should have name and designation of the Audit officer, who will perform the planned Audit/Surveillance activity. ➤ Data entry operator should have an option to find and select the required officer, system can give suggested names also based upon the keywords entered by the data entry operator. ➤ Officer names data base should be master maintained. ➤ User should be able to enter only those names which are not aligned with any other Audit/Surveillance activity, validation based upon HRMS calendar. ➤ System should allow data entry operator to enter Minimum 2 and Max 4 audit officers. <p>Trainee Name : There should be a provision to capture trainee name For the surveillance activity.</p> <p>Class/Category Of Audit :</p> <p>It should have Class/Category (If Any) of the respective Surveillance /Audit activity captured during pre planning stage.</p> <p>Type Of Audit :</p> <p>The type of audit is determined by the circumstances under which the audit is convened.</p> <p>The system should have a provision to list type of audit (If any) based upon the category /class of audit.</p> | |



| FEATURE ID | VII. SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE | CROSS REFERENCE SECTION (IF ANY) |
|------------|--|----------------------------------|
| | <p>Checklist Details:</p> <ul style="list-style-type: none"> ➤ This should have Checklist details that will be used for mentioned surveillance activity. ➤ This should have the same checklist referenced during Audit Module creation/Pre Planning stage template for which should be maintained in database. ➤ A link to respective checklist should be available and checklist form should open on clicking this link. ➤ Data entry user should fill and save the checklist. ➤ The referenced checklist form should be available for editing (by specific/admin) till the physical audit is getting completed. ➤ The filled checklist should be maintained in database for any future reference. <p>Audit Questions :</p> <ul style="list-style-type: none"> ➤ This section should have a link to Audit question form for respective auditee based on their reference document. ➤ Audit questions could be asked during pre-audit (Desk Audit) step of audit execution. ➤ The referenced audit question form should be available for changes/updating till the physical audit is getting completed. ➤ Data entry operator of Auditee will have an option to write its response with respect to each audit question being asked by auditor. ➤ Data Entry User/Audit Officer can ask more than one question based on same reference of the Audit Question. ➤ In The Above case there should be a provision for system driven sequence for the audit question with same reference. <p>*eGCA application will have a provision to capture audit questions based upon references of auditee. The scope and depth of the proposed audit, to be addressed and justified within the audit plan, will determine the time schedule, personnel and financial resources required.</p> | |



| FEATURE ID | VII. SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE | CROSS REFERENCE SECTION (IF ANY) |
|---------------|---|----------------------------------|
| | | |
| SED1.2 / SF 5 | Inappropriately filled fields to provide pop up immediately. If there is any duplication of record or any mandatory field is not entered then appropriate error message with respect to each field should be displayed on click of submit button. | |
| SED1.2 / SF 6 | All Generic field level validations and GUI layout features has to be incorporated accordingly. | |
| SED1.2/SF7 | Stage of the audit module will be “Under Review” until the furnished planning data not getting reviewed by SED. Post review and approval the stage will change as “PLANNED”. | |



9. GENERAL COMMENTS

| COMMENT ID | GENERAL COMMENTS |
|------------|------------------|
| GC 1 | |
| GC 2 | |
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10. APPENDIX

10.1. DATA ELEMENT FIELD LEVEL VALIDATION

DATA ELEMENT (AUDIT PLANNING)

*All fields will be captured in sequential flow manner. Next section data entry will be enable only after all mandatory data has been entered in previous section.

| S. No. | Data Field | Type | Mandatory | Permissible Characters/Default Value | Business Rules/Validations |
|--------|-------------------------------------|-----------------------|-----------|--|---|
| 1. | Audit Module Id | Dropdown | Yes | All Audit Module Id Created till date For the Respective Directorate. | The System should populated List of All Audit Module Id Created till date for the Respective Directorate Populated from data Maintained in the database in a sequential manner. |
| 2. | Module Id | Non Editable Text Box | Yes | | Audit module id selected from dropdown Audit Module Id, system populated value in non editable mode. |
| 3. | Status | Non Editable Text Box | Yes | UNPLANNED, PLANNED | System populated value for status. It will be unplanned until the planning of respective Surveillance activity is completed. After completion of the planning activity, status will be changed as planned. |
| 4. | Name Of Audit/Surveillance Activity | Non Editable Text Box | Yes | Regulatory Audit Program, Cross Regional Checks, Night Surveillance Checks, Surveillance Of Foreign Airlines, Spot Checks, Ramp Checks, Quality Assessment Checks and other Surveillance/Audit activities performed by | <ol style="list-style-type: none"> 1. System Driven Values for Name Of Audit/Surveillance Activity. 2. Audit/Surveillance Activity Associated with respective Audit Module Id should only get Populated in the Field. |



| S. No. | Data Field | Type | Mandatory | Permissible Characters/Default Value | Business Rules/Validations |
|--------|--|-----------------------|-----------|---|---|
| | | | | different directorates | |
| 5 | Name Of The Directorate. | Non Editable Text Box | Yes | Module Owner Of The Surveillance Activity | The System should auto populate respective Directorate Name as per Module Owner Name Of the Respective Audit Module Id,Saved and Maintained in database. |
| 6. | Audit/Surveillance Planning Details | Grid/Table | Yes | | <p>A grid to capture Audit/Surveillance Planning data with following provisions :</p> <ol style="list-style-type: none"> 1. It should have list of Auditee added in the grid during audit module creation (Pre Planning Stage). 2. Data entry operator should have an option to select all or some of them as per his choice to plan the respective surveillance activity. 3. Basic details of Auditee should be auto populated by system in non editable mode from maintained master data. <p>Please refer Business Rule Section SED1.2/SF4 for More Details. Data Entry Operator will enter Following Field Details For Planning Of Audit/Surveillance Activity :</p> |

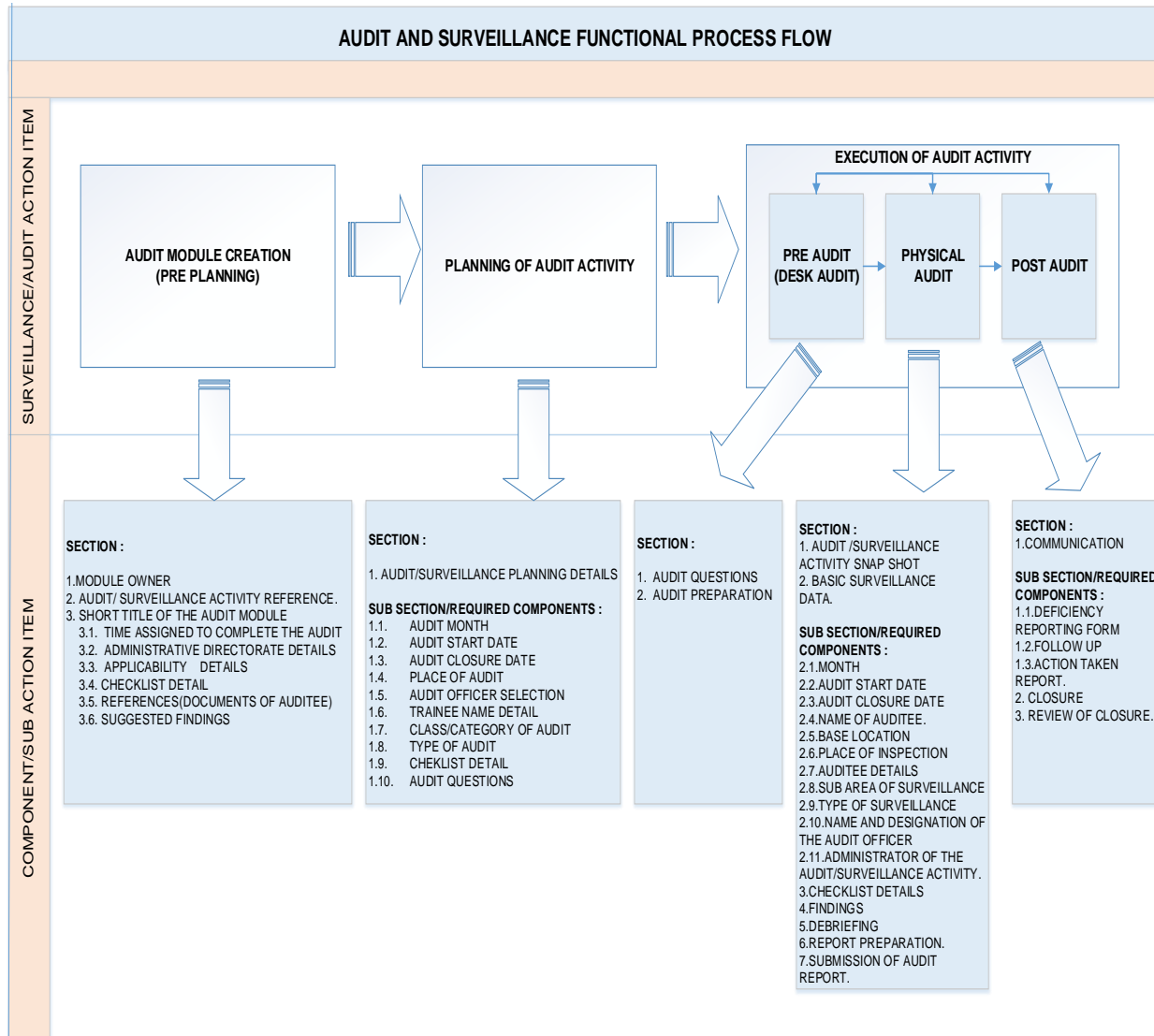
| S. No. | Data Field | Type | Mandatory | Permissible Characters/Default Value | Business Rules/Validations |
|--------|-------------------------|----------------------------|-----------|--|--|
| 6.1 | Audit Month | Dropdown | Yes | Jan to Dec | Month on which audit Surveillance activity is planned. Entered by data entry user . |
| 6.2 | Audit Start Date | Date Picker/Calendar | Yes | UTC Date | Date on which auditors should start the audit activity. Entry by data entry user and date chosen from holiday marked HRMS calendar. |
| 6.3 | Audit Closure Date | Date Picker/Calendar | Yes | UTC Date | Date on which auditors should complete the audit activity. Entry by data entry user and date chosen from holiday marked HRMS calendar. |
| 6.4 | Place Of Audit | Text Box | Yes | Var Char | Location at which Audit /Surveillance activity is planned. |
| 6.5 | Audit Officer Selection | Text Box And Search Button | Y | | Name Suggested by system as per user input based upon initial entered characters. Populated from Master data for Users Maintained in the database. All validations for User Name as per master maintained user data is applicable. Data Entry User can search and select required Document. Please Refer SRS section SED1.2/SF 4 For more details/Validations about this field. |
| 6.6 | Trainee Name | Text Box | N | Var Char | Trainee (If any) Name for respective surveillance activity. |
| 6.7 | Class/Category Of Audit | Non Editable Text Box | Y | NA, Class/Sub Area of Respective Surveillance Activity, Populated from master data maintained in the database. For Example : For Regulatory Audit | If There is No class/sub area for the respective surveillance activity then field value should be " NA ". Fetched from database as per Data entry done during Pre Planning/Audit Module Creation stage. Please Refer Data element section SED1.1 – DE 2.2 for more |



| S. No. | Data Field | Type | Mandatory | Permissible Characters/Default Value | Business Rules/Validations |
|--------|-------------------|----------|-----------|---|--|
| | | | | Class/Sub Area of Surveillance Activity are COM – Combined and SPE-Specialist so dropdown values could be COM and SPE | details of “ Audit Module Creation Process ”. |
| 6.8 | Type Of Audit | Dropdown | Yes | “NA”, Master Maintained List Values of Type of audit for Respective Surveillance Activity. | The type of audit is determined by the circumstances under which the audit is convened. Please Refer SRS Section SED 1.2/SF4 For more details about this field. If Surveillance Activity is Not having Any specific Type Associated with Surveillance Activity, then Only “ NA ” should be populated in this field in Non-Editable Mode. |
| 6.9 | Checklist Details | Text Box | Yes | Link to Referenced Checklist Form/Template | It will Have Link to template/Form of the checklist, required for performing the said surveillance activity. Please refer Data Element section SED1.1 – DE 3.4 and SRS Section SED1.2/SF4 For more details/Validations about this field.. |
| 6.10 | Audit Question | Text Box | Yes | Link to Audit Question Form/Template | Please refer SED1.2/SF4 For more details/Validations about this field. |
| 7. | Save | Button | Yes | | By clicking this button all entered data will get saved in draft folder. |
| 8. | Submit | Button | Yes | | Please refer SRS section SED1.2/7 – OUTPUT for functionality of Submit Button. |

10.2.FUNCTIONAL OVERVIEW

Audit – Plan->execute->communicate -> assess->close->Analyze ->Focus->Enforce



10.3.PROCESS FLOW DIAGRAM

