eGCA

System Requirements Specifications (Abridged) Surveillance And Enforcement Division Resolution of Safety Concerns (Board for Aviation Safety) – SED3

Version: 1.0

SED3.1 - MONTHLY SURVEILLANCE MEETING

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

SRS Revision History					
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Table of Contents

Important Notice 2
1. SYNOPSIS 5
2. REFERENCE ..... **Error! Bookmark not defined.**
3. BUSINESS RULES 7
4. APPLICATION / DATA ELEMENTS 11
5. PROCESS 12
6. INTERDEPENDENCIES 13
7. OUTPUT 14
8. SPECIFIC SOFTWARE FEATURES 14
9. GENERAL COMMENTS 16
10. APPENDIX 17
10.1. DATA ELEMENT FIELD LEVEL VALIDATION 17
10.2. PROCESS FLOW DIAGRAM 23
11. REVIEW HISTORY 25

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SED3.1	**SED 3.1-MONTHLY SURVEILLANCE MEETING**
ADMINISTRATOR	**DIRECTOR – SURVEILLANCE AND ENFORCEMENT DIVISION**
MODULE PARTCIPANTS	**ALL DIRECTORATE/OFFICE**

1. SYNOPSIS

MONTHLY SURVEILLANCE MEETING FOR ANALYSIS OF MONTHLY REPORTS AND ACTION TO BE TAKEN FOR RESOLUTION OF SAFETY CONCERNS.

INPUT

Monthly surveillance meeting for analysis of monthly reports and resolution of safety concerns

consists of the following distinct phases of activities:

1. **Generation and Submission of monthly report to SED :**
   Directorate/Office submits following reports for scheduled monthly surveillance meeting :

   1.1. Surveillance performance report data
   (Table A, Table B1,Table B2,Table B3,Table B4,Table C, Table E, Table F)
   1.2. Planned surveillance activity report data
   1.3. Unplanned/Unannounced surveillance activity report data.

2. **Monthly surveillance meeting :**

2.1. Meeting invitation for monthly surveillance meeting
2.2. Discussions on monthly audit/surveillance report, decision and enforcement action.
2.3. Meeting minutes

PROCESS

All Directorate/Office submits monthly reports (surveillance performance report, planned surveillance activity report, unplanned surveillance activity report) for scheduled monthly surveillance meeting. Administrator (SED) convene monthly surveillance meeting for discussion on monthly audit/surveillance report.
After discussion, decisions are documented (which includes the decisions and action taken /to be taken and directorate/individual responsible), approved and conveyed to directorates for enforcements.
All concerned directorates then send enforcement action taken report as per minutes of previous meeting.

OUTPUT

1. Database maintainance of all findings detected during surveillance inspections.
2. Meeting minutes, conveyed to directorates/offices.

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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 4,Chapter 7,Chapter 8,Appendix “C” Appendix “D”,”Appendix “E”, Appendix “F”, Appendix “G”
OTHERS	**GM :** Ramp Inspection Manual- CAP 8500 **ASP-2015** : Page 8,Page 9,Circular Of Regulatory Audit : ASP-2015,Appendix1,Page 154,Regulatory Audit Procedure:ASP-2015,Annexure-A,Page 156. Paragraph 4.2.2.2 of ICAO Annex 6 (Operation of Aircraft, Part I – International Commercial Air Transport – Aeroplanes)

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3. BUSINESS RULES

ID No.	REFERENCE CAR / AIC / PR. MANUAL	BUSINESS RULES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	REMARKS
SED3.1/ BR 1	**GM** : MANUAL OF REGULATORY AUDIT http://dgca.nic.in/manuals/Manual%20of%20Reg%20Audits.pdf **OTHERS :** Circular Of Regulatory Audit: ASP-2015, Appendix1, Page 154. Regulatory Audit Procedure: ASP-2015, Annexure-A, Page 156.	**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.	
SED3.1/ BR 2	**SPM** : Surveillance Procedure Manual, Chapter 3 **AIC :** Aeronautical Information Circular 05/2009 **OTHERS** : Paragraph 4.2.2.2 of ICAO Annex 6 (Operation of Aircraft, Part I – International Commercial Air Transport – Aeroplanes)	**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.	Please Refer SRS for SED 2 for detailed information about SOFA inspection.
SED3.1/ BR 3	**SPM** : Surveillance Procedure Manual, Chapter 7 **Others** : ASP-2015,Page 8	**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 DGCA nominated inspectors. The officers	

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		assigned with Quality Assessment must use the check list.	
SED3.1/BR4	**SPM**: Surveillance Procedure Manual, Chapter 7 **Others :** ASP-2015,Page 8	**Surveillance Activity: Cross Regional Checks :** 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.	
SED3.1/BR5	**SPM**: Surveillance Procedure Manual, Chapter 8	**Surveillance Activity: Night Surveillance Checks :** 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.	
SED3.1/BR6	**Others :** ASP-2015,Page 9 **GM:** Ramp Inspection Guidance Manual – CAP 8500	**Surveillance Activity :Ramp Inspection :** 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.	
SED3.1/BR7	**Others :** ASP -2015,Page 8	**Surveillance Activity :Spot Checks** : Spot checks are unplanned checks and will be carried out to verify the effectively of internal audit system of any organisation	

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		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.	
SED3.1/BR8	**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	Checklist For Regulatory Audits	
SED3.1/BR9	**SPM**: Surveillance Procedure Manual : **Appendix "D",** **GM:** Ramp Inspection Manual CAP 8500,Appendix 5	Checklist For Surveillance Of Foreign Aircraft(SOFA)	
SED3.1/BR10	**SPM:** Surveillance Procedure Manual : **Appendix "E"**	Checklist For Quality Assessment Checks	
SED3.1/BR11	**SPM:** Surveillance Procedure Manual : **Appendix "F"**	Checklist For Cross Regional Checks	
SED3.1/BR12	**SPM:** Surveillance Procedure Manual : **Appendix "G"**	Checklist For Night Surveillance Checks	
SED3.1/BR13	**SPM**:	Checklist for Ramp Inspection	

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	Surveillance Procedure Manual : **Appendix "D"** **OTHERS** : **GM**: Ramp Inspection Manual CAP 8500,Appendix 5		
SED3.1/BR14	**AC:** AAC No 2 of 2011: Categorization of Surveillance/ Audit findings.	Finding Categories Description : Level 1 and Level 2	
SED3.1/BR15	**AC**: Enforcement Circular No. 1/2009 : Procedure of resolution of deficiencies observed during surveillance	Procedure of resolution of deficiencies observed during surveillance.	
SED3.1/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').	

*All other References/Business rules with respect to audit/surveillance activity performed by each directorate/office and which are not mentioned in SPM

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4. APPLICATION / DATA ELEMENTS

ID	REFERENCE CAR / AIC / PR. MANUAL	PARTICULARS	DETAIL	REMARKS
SED3.1.1	**GENERATION AND SUBMISSION OF MONTHLY REPORT TO SED**			
SED3.1.1 – DE1		SUBMISSION OF PERFORMANCE REPORT	TABLE A,TABLE B1,TABLE B2,TABLE B3,TABLE B4,TABLE C,TABLE E,TABLE F	Please refer data element section SED1.4.1 and SRS SECTION 10.1.1 of SRS SED1.4
SED3.1.1 –DE2		SUBMISSION OF PLANNED SURVEILLANCE ACTIVITY REPORT	NIGHT SURVEILLANCE CHECK REPROT,QUALITY ASSESSMENT CHECK REPORT,CROSS REGIONAL CHECK REPORTS,RAMP INSPECTION REPORT, SURVEILLANCE(RAMP INSPECTION) OF FOREIGN AIRCRAFT REPORT,REGULATORY AUDIT PROGRAM	Please refer data element section SED1.4.1.2 and SRS SECTION 10.1.2 of SRS SED1.4
*eGCA application will also capture Submission of other PLANNED SURVEILLANCE ACTIVITY REPORT with respect to surveillance activity performed by each directorate as per data captured during respective audit/surveillance execution activities and input/relevant information given by DGCA.				
SED3.1.1 –DE3		SUBMISSION OF UNPLANNED/UNANNOUNCED SURVEILLANCE ACTIVITY REPORT	SPOT CHECKS	Please refer data element section SED1.4.1.3 of SRS SED1.4
*eGCA application will also capture Submission of other UNPLANNED/UNANNOUNCED SURVEILLANCE ACTIVITY REPORT with respect to surveillance activity performed by each directorate as per data captured during respective audit/surveillance execution activities and input/relevant information given by DGCA.				
SED3.1.2	**MONTHLY SURVEILLANCE MEETING**			
SED3.1.2 –DE1		MEETING INVITATION FOR MONTHLY SURVEILLANCE MEETING.	DIRECTORATE/OFFICE NAME, NAME OF THE OFFICER, EMAIL OF THE OFFICER, CONTACT NO. OF THE OFFICER,MONTHLY SURVEILLANCE MEETING DATE,REMARKS	Please refer SRS section 10.1.4 for more details about data fields.

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ID	REFERENCE CAR / AIC / PR. MANUAL	PARTICULARS	DETAIL	REMARKS
SED3.1.2 –DE2		MEETING MINUTES FOR MONTHLY SURVEILLANCE MEETING.	MEETING REFERENCE NO., DIRECTORATE/OFFICE NAME, NAME OF THE OFFICER, EMAIL OF THE OFFICER, CONTACT NO. OF THE OFFICER,ACTION TO BE TAKEN,DATE,MONTHLY SURVEILLANCE MEETING DATE,REMARKS	Please refer SRS section 10.1.5 for more details about this field.

5. PROCESS

PROCESS	Specific Admin/User of DGCA login to the eGCA portal, access the section of Surveillance and Enforcement Division, generates the monthly reports data and submits performance, planned and unplanned audit/surveillance reports. Reviewer reviews and consolidates the reports to make them available for monthly surveillance meeting. Specific admin/user convene monthly surveillance meeting. After discussion SED prepares minutes of the meeting, which includes the decisions, action taken /to be taken and directorate/individual responsible. Decisions are documented and conveyed to directorates for enforcements. A record is maintained for Minutes of previous monthly surveillance meetings for any further reference along with database maintenance of all findings detected during surveillance inspections.
REVIWER/VERIFIER	Administrator/Specific Admin/User of SED.
APPROVER	Administrator/Specific Admin/User of SED.

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6. INTERDEPENDENCIES

SERVICE	INFORMATIONRECEIVEDFROM OTHER DIRECTORATE(S) / EXTERNALSTAKEHOLDER(S)		
	INFORMATION RECEIVED	**EXTERNAL STAKEHOLDER(S)**	**INTERNAL STAKEHOLDER**
SED3.1. MONTHLY SURVEILLANCE MEETING	Performance report data		All directorate/office
	Monthly report data of planned surveillance activity		All directorate/office
	Monthly report data of unplanned/unannounced surveillance activity		All directorate/office

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7. OUTPUT

Maintenance of database of all findings detected during surveillance inspections and Meeting minutes, conveyed to directorates/offices	1. Post submission of meeting minutes an email will be sent to specific admin/user of the respective directorate/office, administrator of Surveillance meeting, intimating about the decisions, action taken /to be taken and directorate/individual responsible for the same.

8. SPECIFIC SOFTWARE FEATURES

FEATURE ID	VII. SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	CROSS REFERENCE SECTION (IF ANY)
SED3.1 / SF 1	**System driven communication for submission of monthly reports :** There will be a provision to auto generate warning message for the submission of performance report, planned surveillance activity report, unplanned/unannounced surveillance activity report. The target date for submission of report data should be set as 15th of following month in which surveillance activity is getting completed.	
SED3.1 / SF 2	For each directorate, there will be a provision to generate the reports based upon relevant information available in database.	
SED3.1 / SF 3	There will be provision to select specific planned surveillance activity, specific unplanned/unannounced surveillance activity for generating month wise reports.	
SED3.1 / SF 4	For administrator (SED), there will be a provision to generate consolidated monthly reports, to be presented in monthly surveillance meeting.	
SED3.1 / SF 5	**Meeting invitation for monthly surveillance meeting :** There will be provision to send monthly surveillance meeting invitation to all directorate/office.	SED3.1.2-DE1
SED3.1/SF 6	**Provision to convey minutes of monthly surveillance meeting :** There will be provision to convey minutes of monthly surveillance meeting to respective directorate/office. Procees to be followed : 1.meeting discussions, 2. decisions are documented (which includes the decisions and action taken /to be taken and directorate/individual responsible), 3. Decision are approved and conveyed to directorates for enforcements.	SED3.1.2-DE2

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FEATURE ID	VII. SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	CROSS REFERENCE SECTION (IF ANY)
SED3.1/SF 7	Post submission of meeting minutes an email will be sent to specific admin/user of the respective directorate/office, administrator of Surveillance meeting, intimating about the decisions, action taken /to be taken and directorate/individual responsible for the same.	SED3.1.2-DE2
SED3.1/SF 8	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.	
SED3.1/SF 9	All Generic field level validations and GUI layout features has to be incorporated accordingly.	
SED3.1/SF 10	Depending upon the digital file type used, there may be some restrictions in size and document type for uploading the attachment. Supported types are : .pdf,.jpg,.png. Size is limited to 5 MB.	
SED3.1/SF 11	There will be a provision for intimation/communication regarding summary of surveillance activity to respective users by Maintaining the database of all findings detected during surveillance inspections.	

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9. GENERAL COMMENTS

COMMENT ID	GENERAL COMMENTS
GC 1	
GC 2	

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10. APPENDIX

10.1. DATA ELEMENT FIELD LEVEL VALIDATION

10.1.1. DATA ELEMENT : SUBMISSION OF PERFRORMANCE REPORT

*Please refer data element section SED1.4 -10.1.1 for more details..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.

10.1.2. DATA ELEMENT : SUBMISSION OF PLANNED SURVEILLANCE ACTIVITY REPORT DATA

***eGCA** application will also provide a provision to auto generate **PLANNED SURVEILLANCE ACTIVITY REPORT DATA** with respect to surveillance activity performed by each directorate as per data captured during respective audit/surveillance execution activities and available relevant data available in database. This system driven data will be submitted to reviewer by DGCA user of respective directorate/office to make the data available for monthly surveillance meeting. Please refer SRS section

10.1.3. DATA ELEMENT : SUBMISSION OF UNPLANNED/UNANNOUNCED SURVEILLANCE ACTIVITY REPORT DATA

***eGCA** application will also provide a provision to auto generate **PLANNED SURVEILLANCE ACTIVITY REPORT DATA** with respect to surveillance activity performed by each directorate as per data captured during respective audit/surveillance execution activities and available relevant data available in database. This system driven data will be submitted to reviewer by DGCA user of respective directorate/office to make the data available for monthly surveillance meeting.

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10.1.4. DATA ELEMENT : MEETING INVITATION FOR MONTHLY SURVEILLANCE MEETING

*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.N.	DATA FIELD	TYPE	MANDATORY	PERMISSIBLE CHARACTERS/ DEFAULT VALUE	REMARKS
MEETING INVITATION FOR MONTHLY SURVEILLANCE MEETING					
	SELECT TO ENABLE	Check box	Y	Tick Mark	Respective admin/User should have an option to select all or individual record according to his/her choice from all the records displayed in the list.
	DIRECTORATE/OFFICE NAME	Grid list	Y	List of all Directorate and offices (RO/SRO) displayed in row wise manner.	List should be populated through master data. This grid should display following fields populated from master data available in database.
	NAME OF THE OFFICER	Non editable grid value	Y	char	It should display the name of the officer of the selected Directorate/Office Name in non-editable/view only mode. The value should be fetched from master data only in case the particular Directorate/Office is Selected.
	EMAIL OF THE OFFICER	Non editable grid value	Y	ALPHANUMERIC, SPECIAL CHARACTER	It should display the email of the officer of the selected Directorate/Office Name in non-editable/view only mode. The value should be fetched from master data only in case the particular Directorate/Office is Selected.

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	CONTACT NO. OF THE OFFICER	Non editable grid value	Y	NUMERIC	It should display the email of the officer of the selected Directorate/Office Name in non-editable/view only mode. The value should be fetched from master data only in case the particular Directorate/Office is Selected.
	ACTION TO BE TAKEN	Colum in grid to have a button for action to be taken	Y	A button to convey invitation for monthly surveillance meeting.	It should contain a button for inviting respective directorate/offices for monthly surveillance meeting.
	INVITE FOR MONTHLY SURVEILLANCE MEETING	Button	Y		This button will get enabled only if at least a single record is selected from the list. By clicking this button form fields of "INVITATION FOR MONTHLY SURVEILLANCE MEETING" will get enabled for data entry.
	INVITATION FOR MONTHLY SURVEILLANCE MEETING				
	DATE	Date	Y	Date Picker(UTC date)	Date on which data entry Is being done by SED. By default system date should get populated here.
	DATE OF MONTHLY SURVEILLANCE MEETING	Date	Y	Date Picker(UTC date)	Date on which monthly surveillance meeting is planned.
	REMARKS	Free Text Box	Y		Remarks by SED for respective participant of BFAS meeting.
	SUBMIT	Button	Y	NA	By clicking submit button a success message will be generated for invitation of monthly surveillance meeting to respective Directorate/Office. An email will be sent to respective Directorate.

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10.1.5. DATA ELEMENT: FOR CONVEYING MINUTES OF MEETING FOR MONTHLY SURVEILLANCE MEETING.

*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.

SL. NO	DATA FIELD	TYPE	MANDATORY	PERMISSIBLE CHARACTERS/DEFAULT VALUE	BUSINESS RULES/ VALIDATIONS
	MONTHLY SURVEILLANCE MEETING : MINUTES OF MEETING				
	SELECT TO ENABLE	Check box	Y	Tick Mark	Respective admin/User should have an option to select all/individual row data according to his/her choice from all the records displayed in the list.
	DIRECTORATE/OFFICE NAME	Grid list	Y	List of all Directorate and offices (RO/SRO) displayed in row wise manner.	List should be populated through master data. This grid should display following fields populated from master data available in database.
	NAME OF THE OFFICER	Non editable grid value	Y	char	It should display the name of the officer of the selected Directorate/Office Name in non-editable/view only mode. The value should be fetched from master data only in case the particular Directorate/Office is Selected.
	EMAIL OF THE OFFICER	Non editable grid value	Y	ALPHANUMERIC,SPECIAL CHARACTER	It should display the email of the officer of the selected Directorate/Office Name in non-editable/view only mode. The value should be fetched from master data only in case the particular

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					Directorate/Office is Selected.
	CONTACT NO. OF THE OFFICER	Non editable grid value	Y	NUMERIC	It should display the email of the officer of the selected Directorate/Office Name in non-editable/view only mode. The value should be fetched from master data only in case the particular Directorate/Office is Selected.
	ACTION TO BE TAKEN	Colum in grid to have a button for action to be taken	Y	A button to convey minutes of monthly surveillance meeting.	It should contain a button for conveying monthly surveillance meeting minutes to respective Directorate/Offices.
	COVEY MEETING MINUTES	Button	Y		This button will get enabled only if at least a single record is selected from the list. By clicking this button form fields of "MINUTES OF MONTHLY SURVEILLANCE MEETING" will get enabled for data entry.
	MINUTES OF MONTHLY SURVEILLANCE MEETING				
	MEETING REFERENCE NO.	Non editable text box	Y	System driven value for reference no. for the surveillance meeting.	The format of meeting reference no. will be MSM/<MONTH OF THE MEETING>/<YEAR OF THE MEETING> For example : If the monthly surveillance meeting is conducted in the month of July in year 2016 then format of the system generated meeting reference no. will be **MSM/JUL/2016**
	DATE	Date	Y	Date Picker, UTC date	Date on which data entry Is being done by SED. By default system date should get populated here.

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	DATE OF MONTHLY SURVEILLANCE MEETING	Date	Y	Date Picker, UTC date	Date on which monthly surveillance meeting was conducted. This date should be greater or equal to planned date of monthly surveillance meeting. Please refer SRS section 10.4.1. For more details.
	UPLOAD MINUTES	Uploader	Y	User can Upload Minutes Of Meeting Document Here.	System will generate minutes of monthly surveillance meeting in PDF format and will upload the same.
	REMARKS	Free Text Box	Y		Remarks by user.
	SUBMIT	Button	Y		By clicking submit button SED will get success message for submission of minutes of monthly surveillance meeting. An email will be sent to respective officer of Directorate/Office

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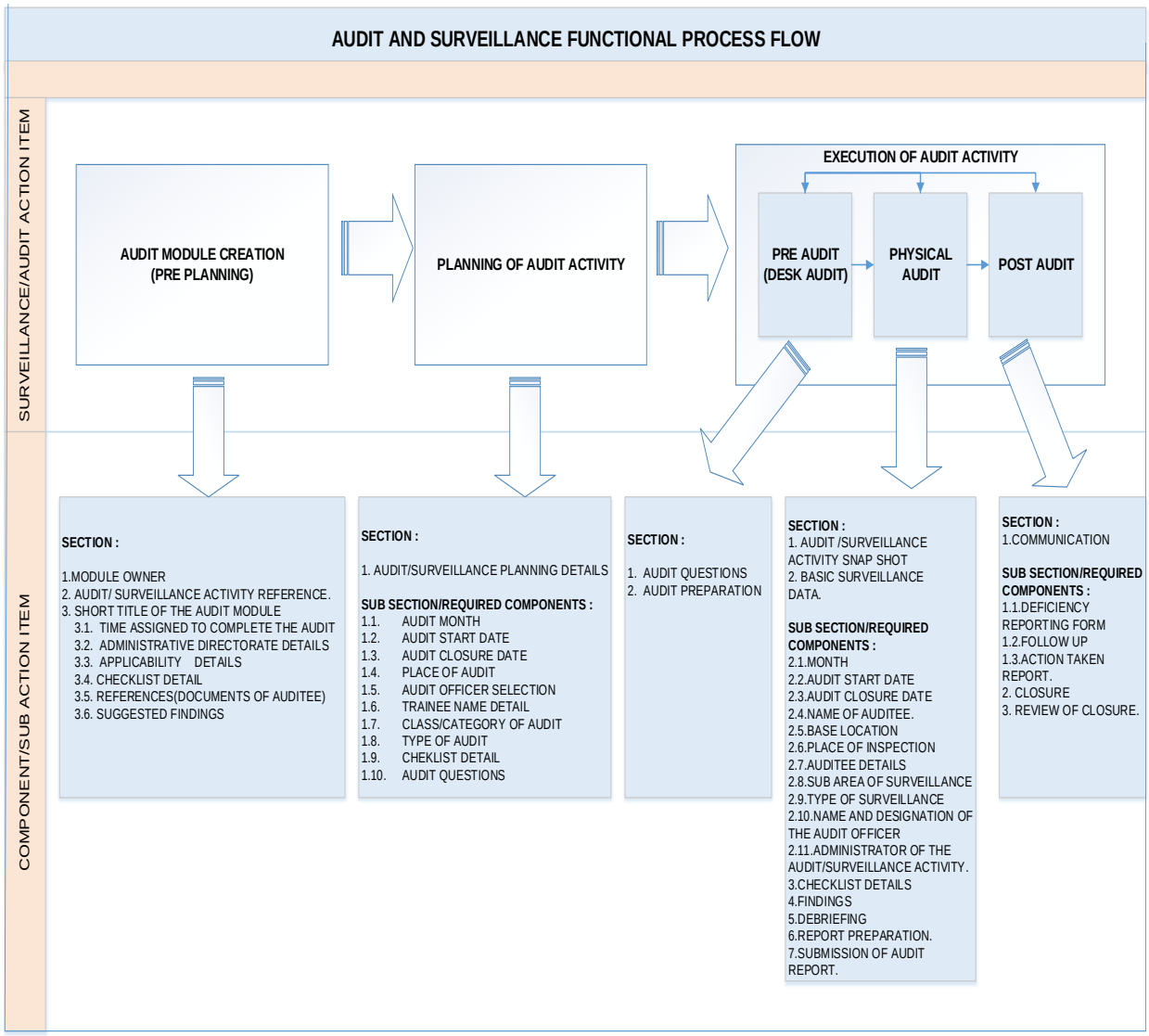
10.2.FUNCTIONAL OVERVIEW

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



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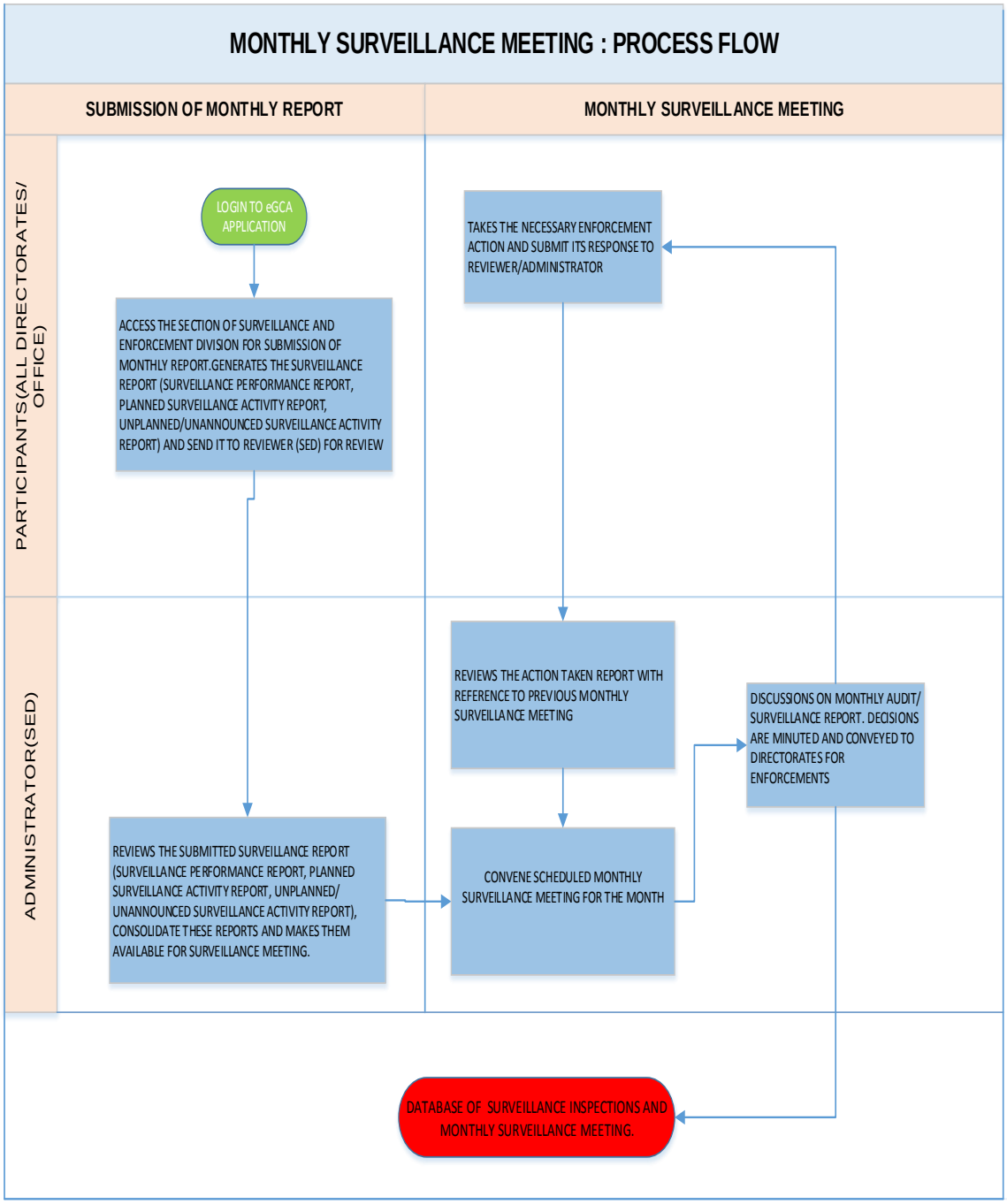
10.3.PROCESS FLOW DIAGRAM



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11. REVIEW HISTORY

DATE	REVIEWED BY	SECTION NUMBER	REVIEW FEEDBACK	ACTION TAKEN

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