ANNEXURE V

MANUAL FOR SUBMISSION OF INTERNAL AUDIT REPORT BY MEMBER.

Step 1:- Member to Login using URL https://inspection-os.msei.in/MemberLogin.aspx with member's existing user id and password.

To register Auditor:-

Step 2:- Click on "Internal Audit Report" **>** "Auditor Master" > "Add Auditor".

Step 3: Member to Fill Auditor's details in Auditor Master to register new Auditor for selected period and click on > **"Save New Auditor"**

Step 4:- Member will receive dialog screen Confirming Auditor created successfully and Auditor login credential shall be sent to Auditor's registered Email id.

Step 5: Member can View icon and Edit icon Auditor's details in Auditor Master. On editing the Auditor's details, member to click on 'Update Auditor' to save the changes.

To Submit Report to Exchange:-

Step 1: After IAR submitted by the auditor**,** member to fill up data by clicking on edit icon.

Step 2: Below Screen shall appear for 'Internal Audit Report – Entry', Member to fill up and/or edit the details by clicking on icon for every chapter. Member is required to input details for all the sub-points within chapter and click on

icon to save the chapter details and accordingly complete all the chapters.

Step 3: By clicking on icon, member has the option to mark all the items in the selected chapter as "Yes" for the field - "Whether Auditor comments accepted" and provide single remark.

Step 4: Once all the chapters are completely filled, member to click on icon to download Report in pdf format.

Step 5: After download, Member is required to affix digital signature and click on icon to upload the Internal Audit Report and click on "Update Member signoff detail" icon.

After completing the member submission, the field 'Submission status' will update to "Submitted to Exchange".

Glossary

Symbol	Description
	To View the details
	To fill and edit the details
	To mark all the items in the selected chapter as “Yes” for the field - "Whether Auditor comments accepted" and provide single remark.
	To download the pdf report
	To upload the digitally signed pdf report