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# Gate Pass Workflow: Visitor & Contractor

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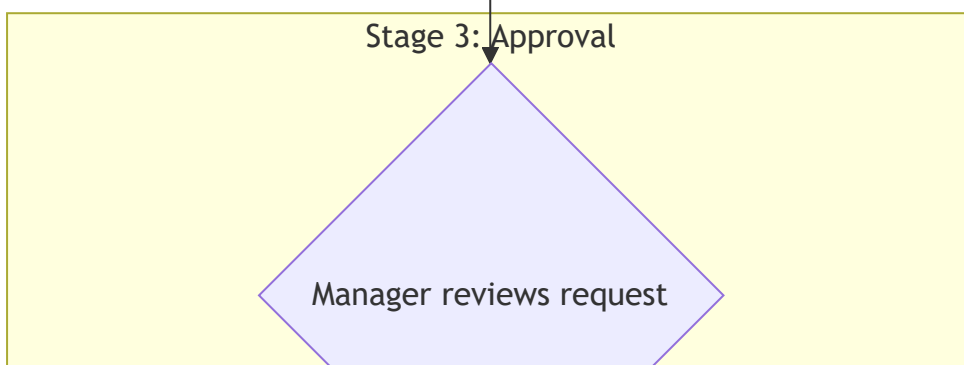
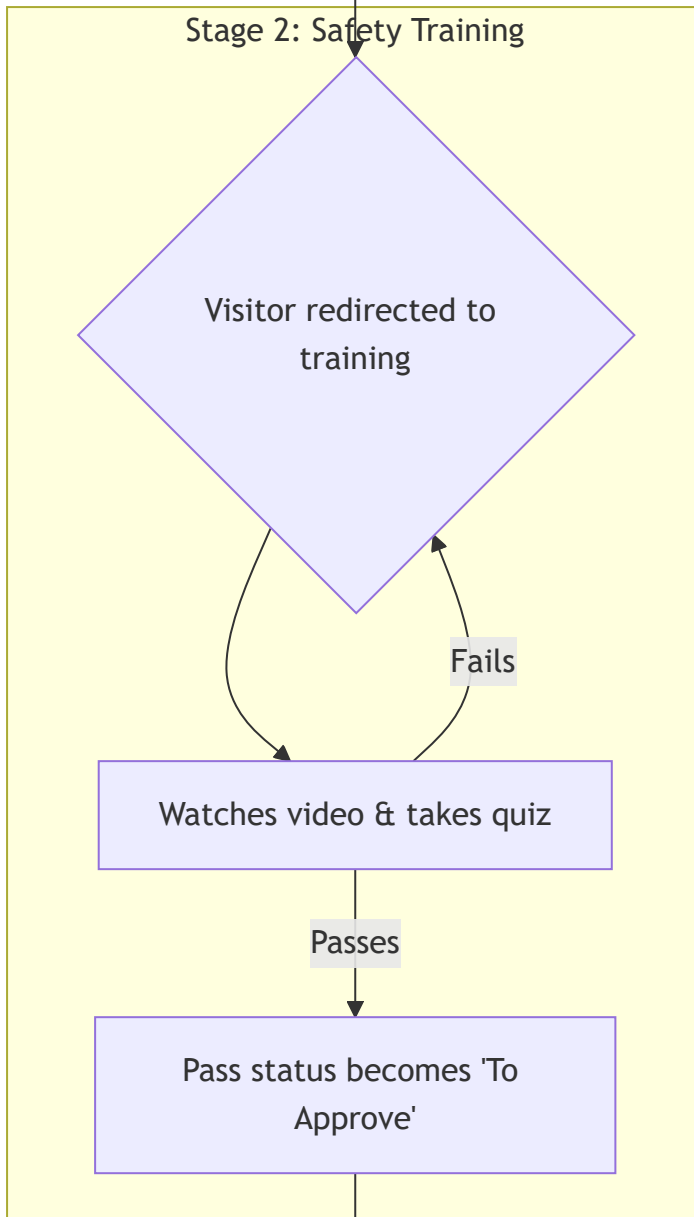
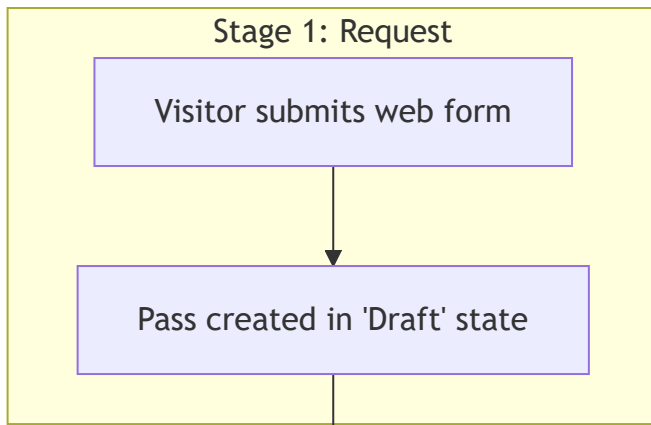
This document provides a clear, stage-by-stage overview of the Gate Pass process for **Visitors** and **Contractors**. It explains how the `hr_gate_pass`, `hr_gate_pass_webform`, `safety_training`, and `hr_gate_pass_ehs_link` modules work together to create a complete security and safety workflow.

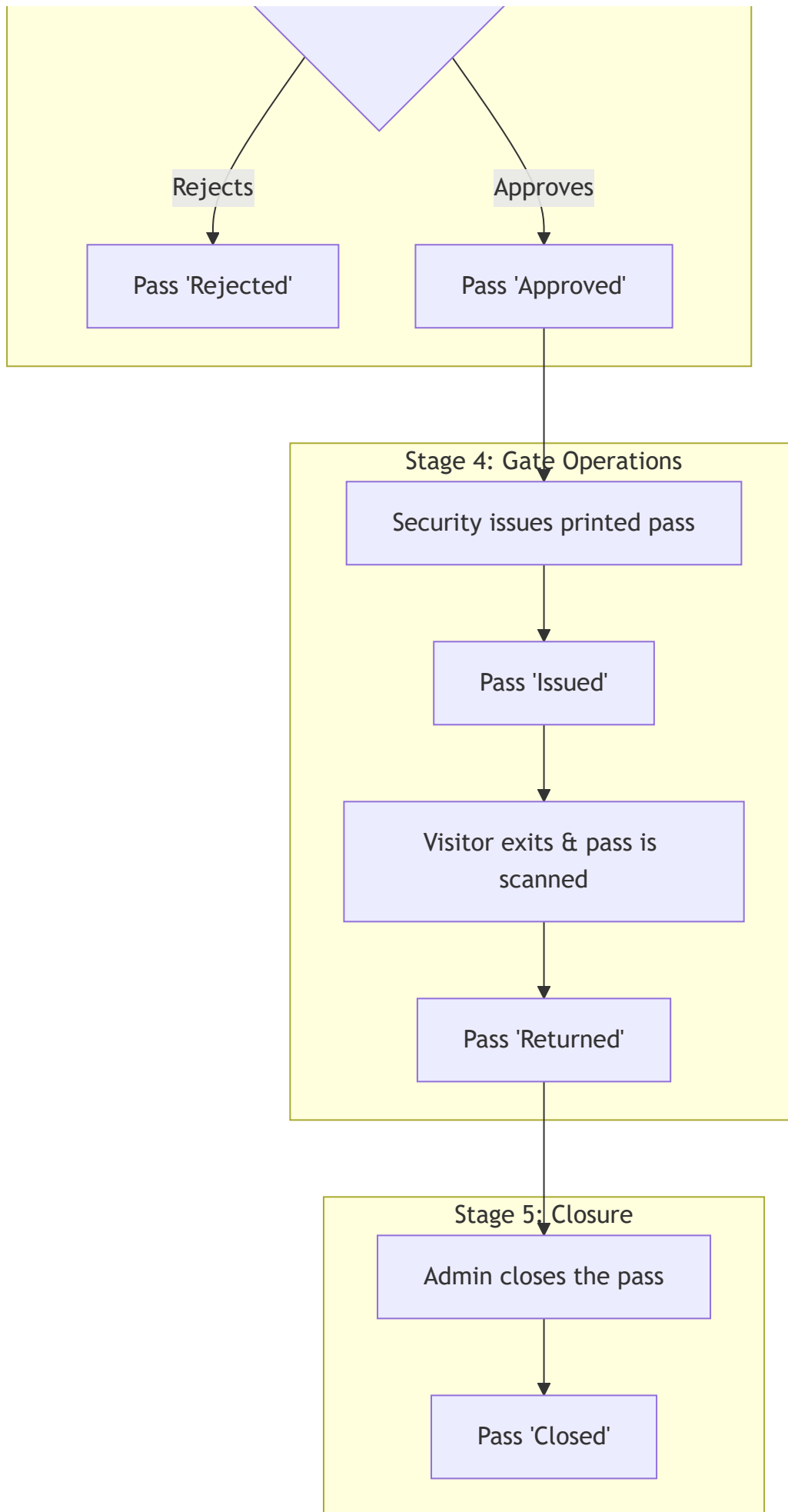
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## Visual Flowchart

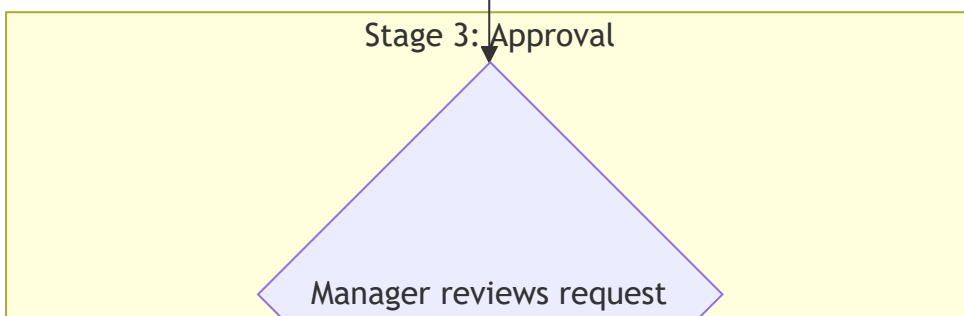
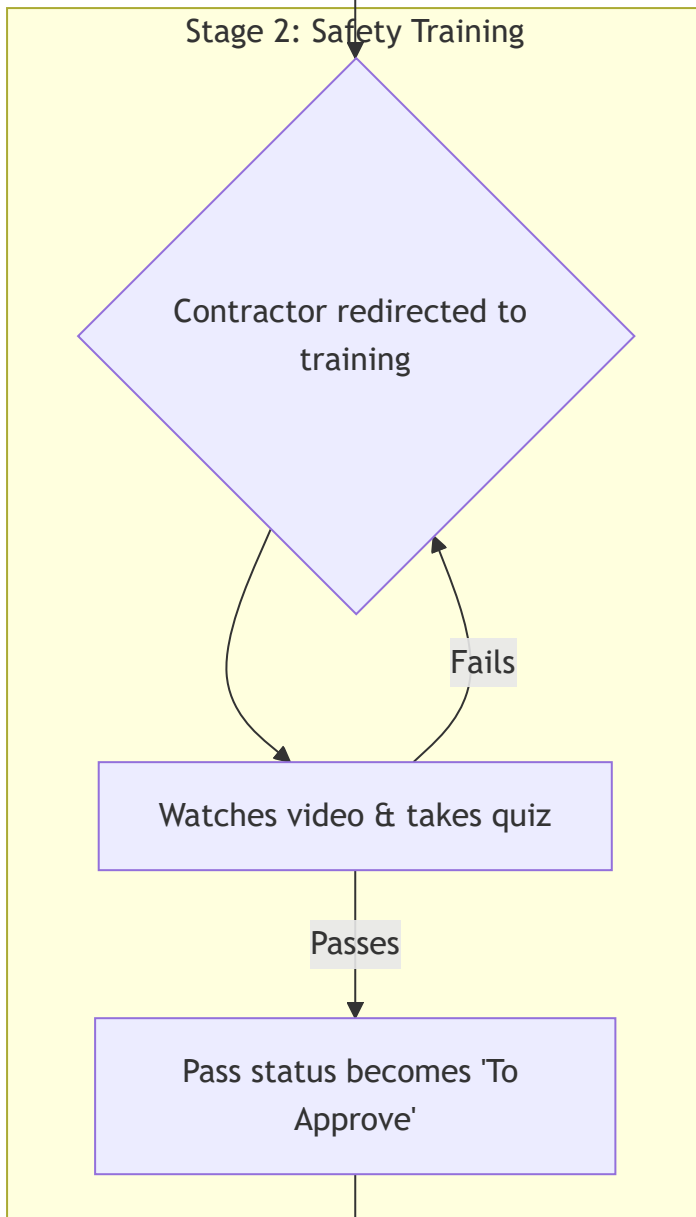
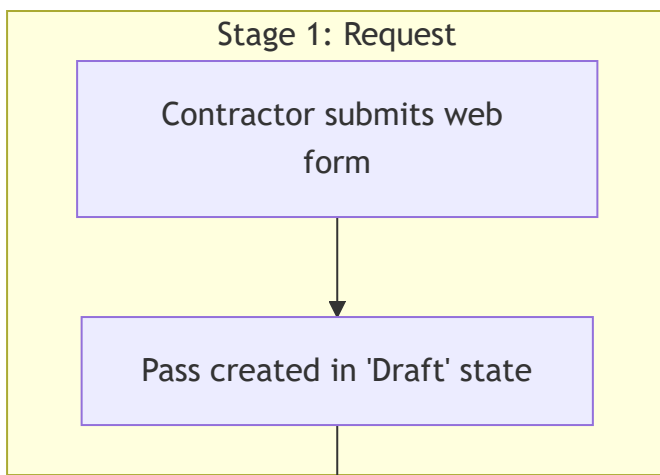
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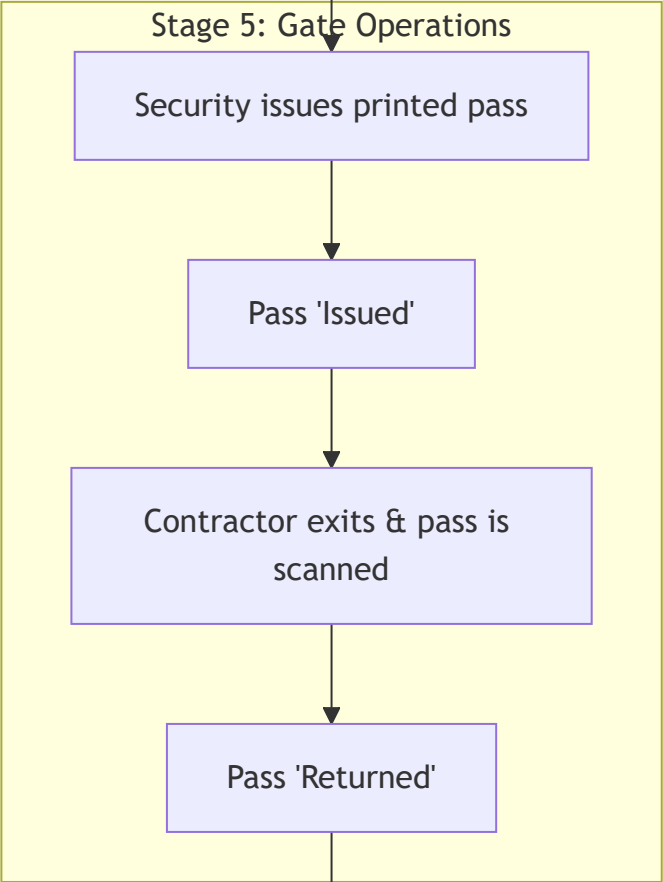
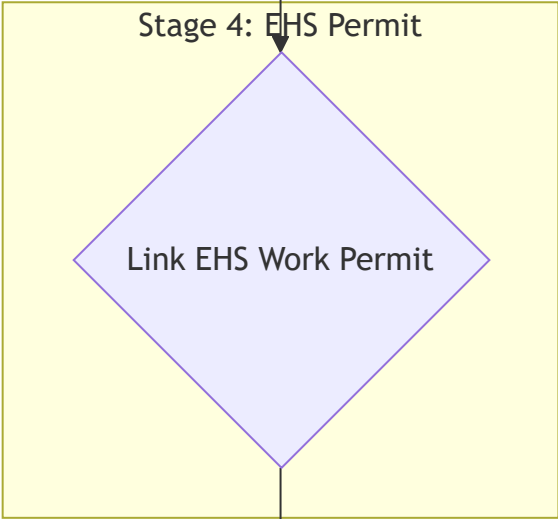
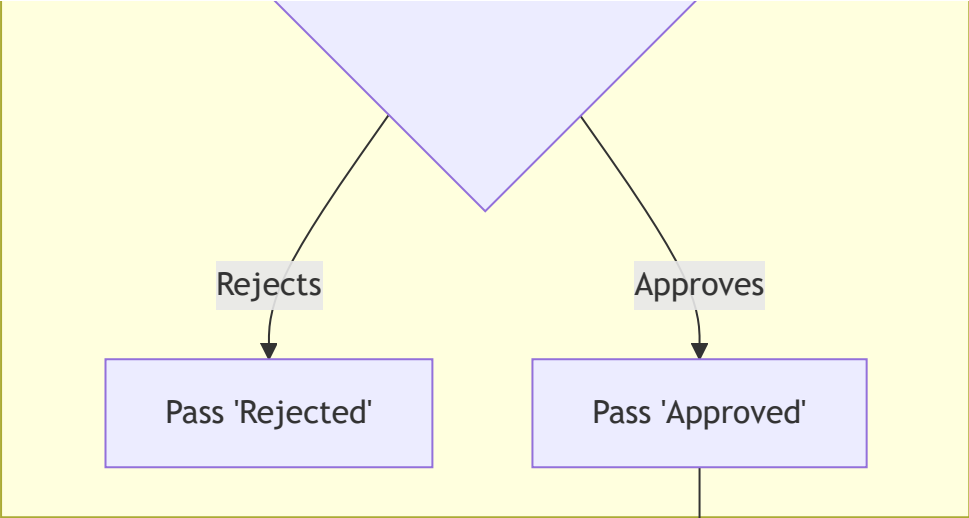
### Visitor Workflow

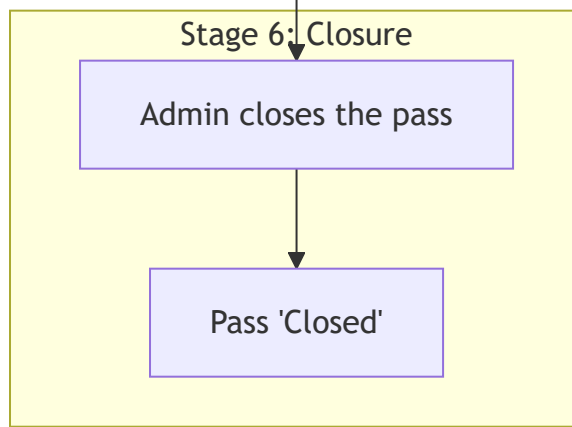




## Contractor (with Work Permit) Workflow







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## Detailed Stages of the Workflow

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### Stage 1: Request Initiation

This is the starting point of the process.

- **Action:** A visitor or contractor fills out the **Gate Pass Request form** on the company's public website.
- **System Module:** `hr_gate_pass_webform`
- **Result:**
  1. A new Gate Pass record is created in Odoo with the status **Draft**.
  2. A `safety_training` attempt is automatically created and linked to the pass.
  3. The user is redirected to the safety training portal.

### Stage 2: Mandatory Safety Training

Before approval, every visitor and contractor must pass a safety assessment.

- **Action:** The user watches a safety video and answers a quiz.
- **System Module:** `safety_training`
- **Result:**
  - **On Passing:** The Gate Pass status automatically changes from `Draft` to **To Approve**.
  - **On Failing:** The user must retry the quiz. The pass remains in the `Draft` state.

### Stage 3: Management Approval

Once training is complete, the request is sent for internal approval.

- **Action:** A designated manager or approver reviews the request.
- **System Module:** `hr_gate_pass`
- **Result:**
  - **If Approved:** The Gate Pass status changes to **Approved**.
  - **If Rejected:** The Gate Pass status changes to **Rejected**, and the process ends.

## Stage 4: EHS Work Permit (For Contractors Only)

This is a critical safety step for contractors performing on-site work.

- **Condition:** This stage applies only when `Pass Type` is `Contractor` and `Visit Type` is `Work Permit`.
- **Action:** An internal user must create and link the relevant **EHS Work Permit** (e.g., Hot Work, Work at Heights) to the approved Gate Pass.
- **System Module:** `hr_gate_pass_ehs_link`
- **Result:** The Gate Pass is now fully compliant and ready for issuance. A pass cannot be issued without this link.

## Stage 5: Gate Operations (Issuance & Entry/Exit)

This stage is managed by the security team at the gate.

- **Action:**
  1. Security prints the physical pass, which includes a unique QR code.
  2. Upon the person's arrival, security verifies their identity and updates the status to **Issued**.
  3. When the person leaves, security scans the QR code, and the status changes to **Returned**.
- **System Module:** `hr_gate_pass`
- **Result:** The system maintains a real-time log of when the visitor/contractor was on-site.

## Stage 6: Closure

This is the final step to archive the record.

- **Action:** An administrator or manager reviews the completed pass and changes the status to **Closed**.
- **System Module:** `hr_gate_pass`
- **Result:** The workflow is complete, and the record is archived for auditing and reporting purposes.