

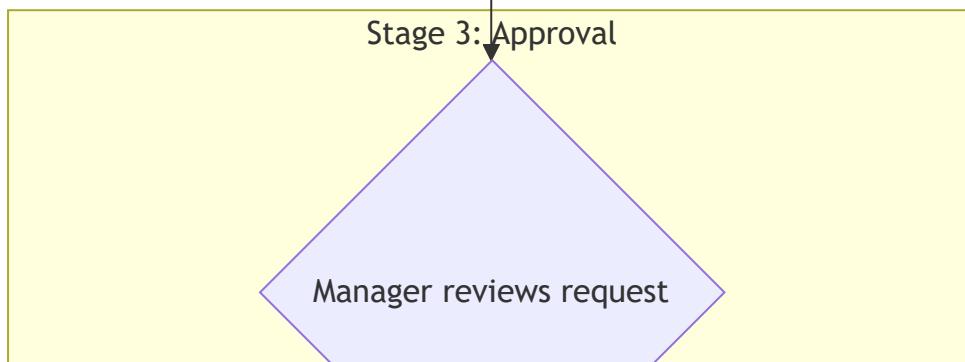
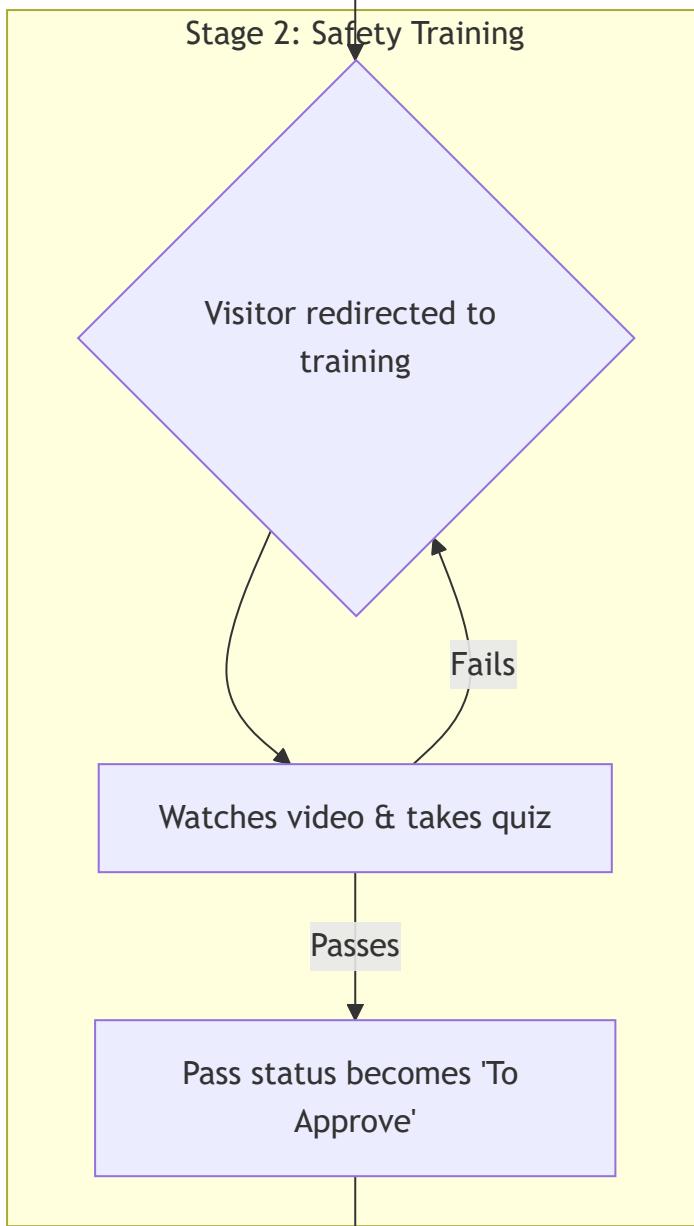
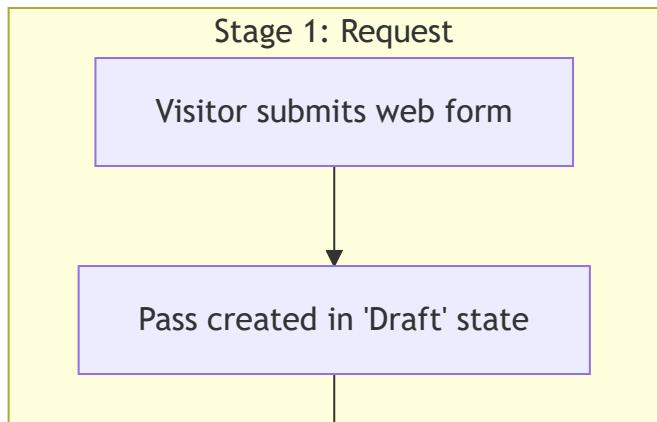
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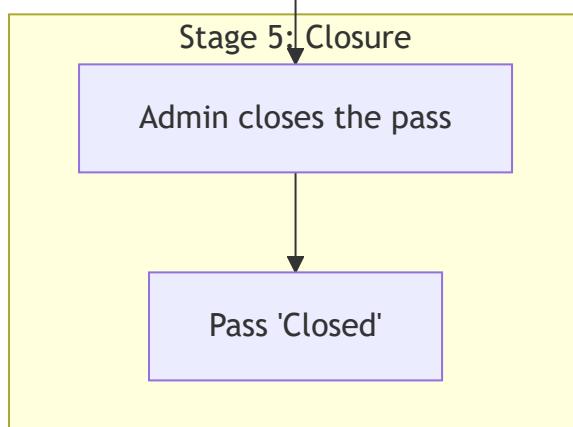
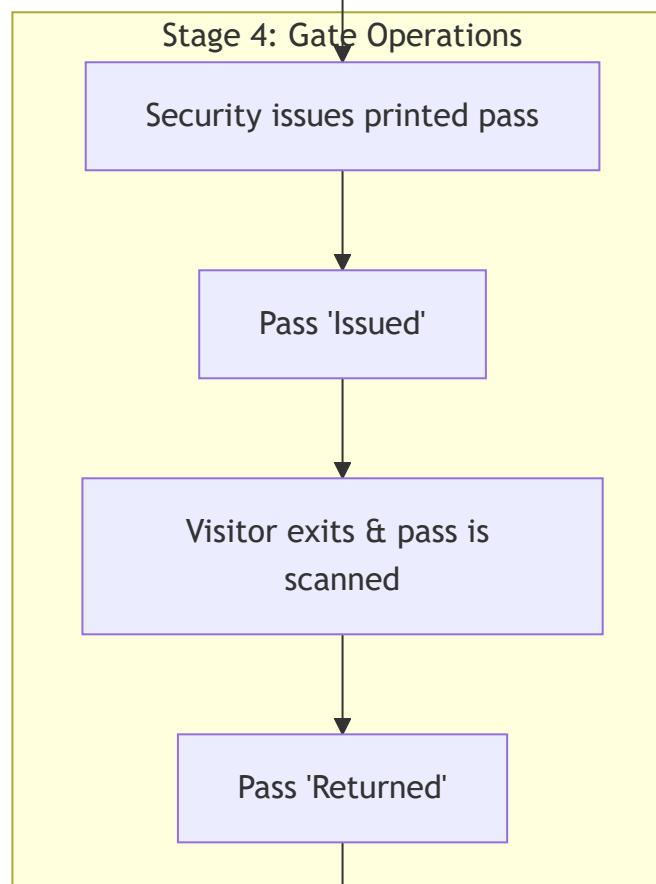
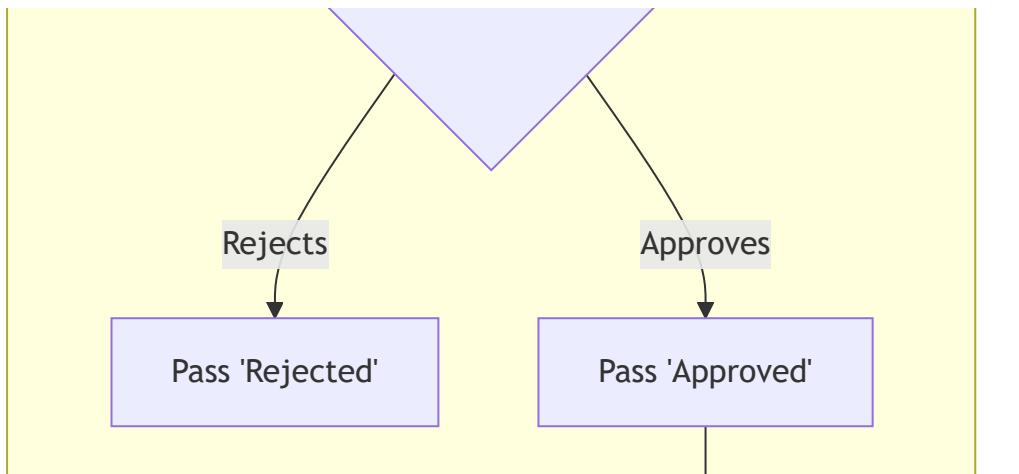
Gate Pass Workflow: Visitor & Contractor

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.

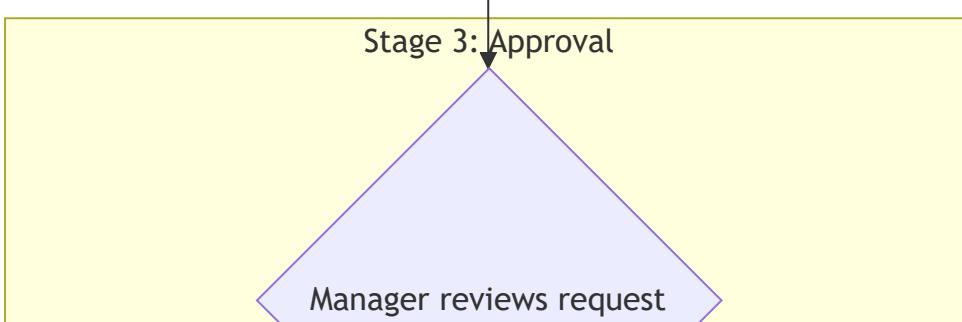
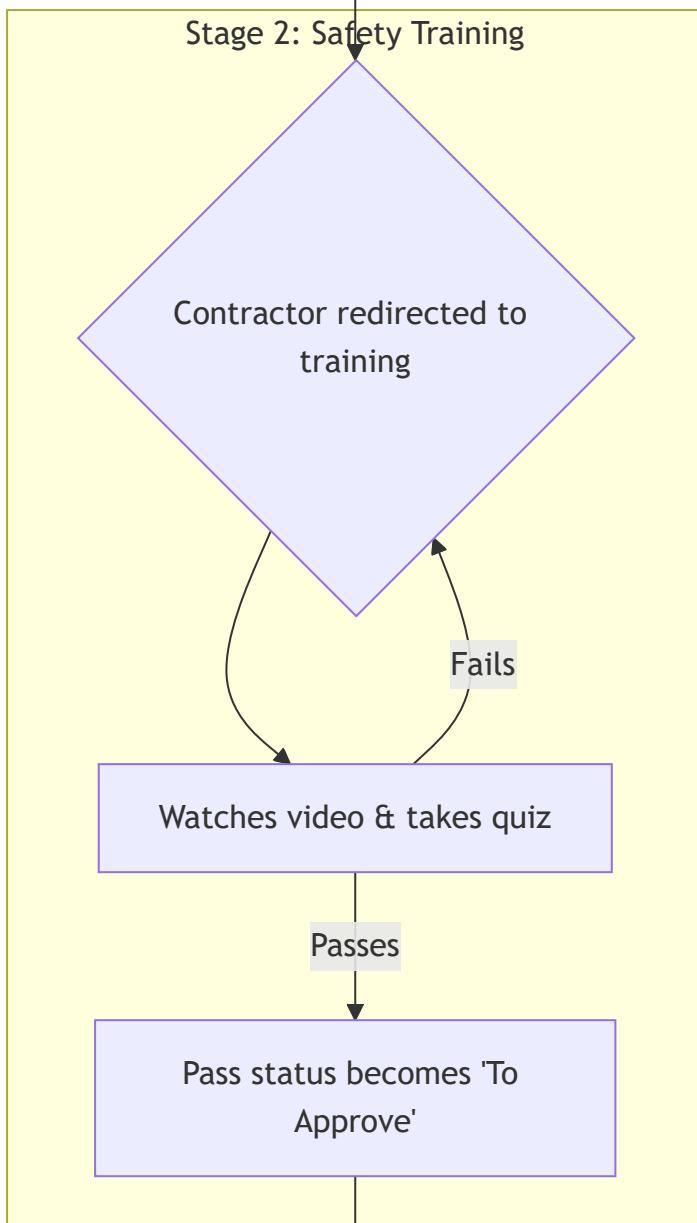
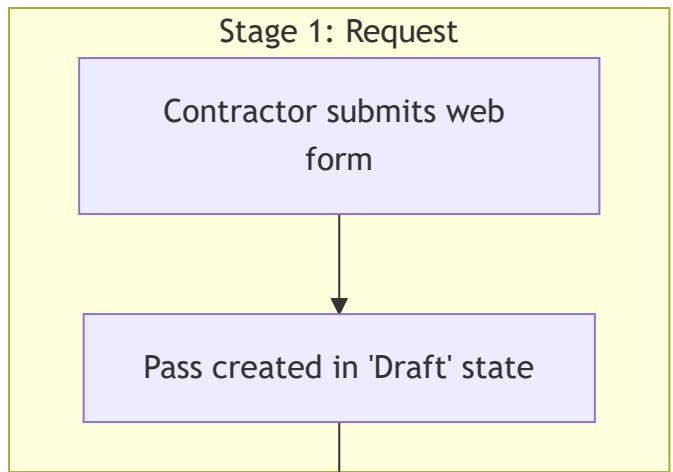
Visual Flowchart

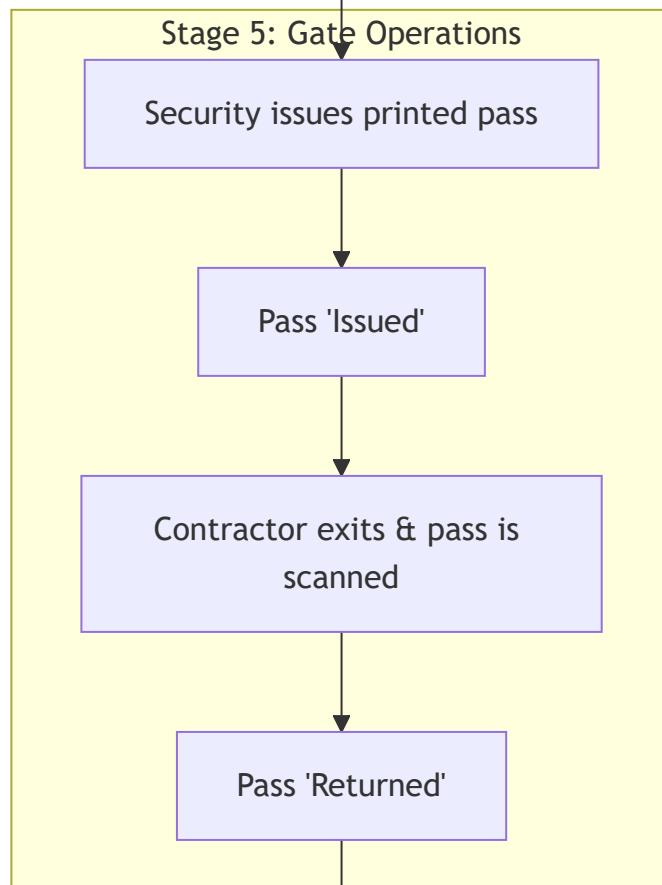
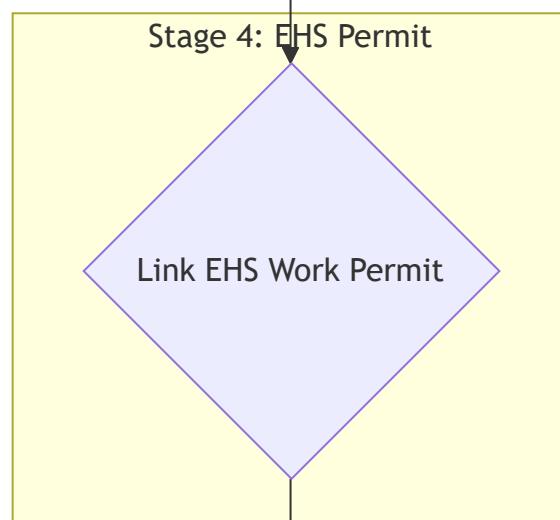
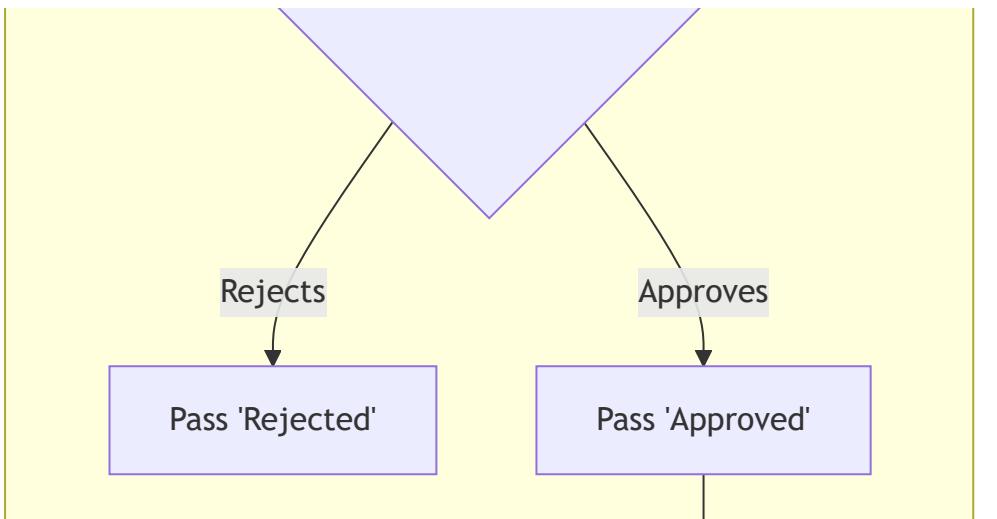
Visitor Workflow

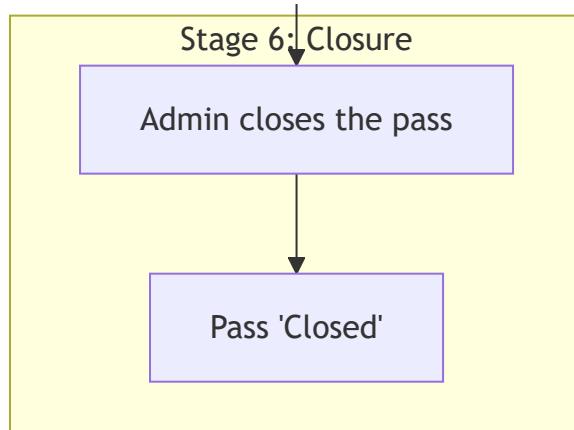




Contractor (with Work Permit) Workflow







Detailed Stages of the Workflow

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.