

		IOWMS Integrated Outsource Workforce Management System					Doc. No.: BPCL/HRS/IOWMS/R05 Rev. No. : 00 Effective Date :01.01.2025		
		STABILIZATION CHECKLIST					Location: Budge Budge PO No. : 4510299212 Stabilization Period: 30 days Start Date: 06/02/2025 End Date:07/03/2025		
S.No.	STABILIZATION CRITERIA	SUB- CRITERIA					Report No. : 01		
1	Access Control System	A.	Activity				Average Count/day during stabilization period	Associate Types	
		ASSOCIATE ACCESS through Access Control System	a.	Total Associates on IOWMS Platform	217	People Accessing through IOWMS Access Control System (incl. of FRS and turnstil/barrier)		137	1.Full Time Employees 2.Contract Labour 3.Apprentices 4.Vendor SPOC 5.Transporter Crew 6.Transporter SPOC 7.OMC
2	IOWMS Platform	A.	Workflows/Platform Activities			Total Data Avl. on platform	Data Added during stabilization period	Accessible Through	
		ACCESS MANAGEMENT	a.	Vendor Creation			12	1	Currently through Backend untill SAP integration
			b.	PO/Contract Assignment			20	0	Location In charge
			c.	Vendor SPOC Onboarding/Assignment			17	5	Engineer In Charge
			d.	Contract Labour profile creation/ onboarding			188	9	Vendor SPOC
			e.	Transporter Crew Onboarding			0	0	Engineer In Charge/Vendor SPOC
			f.	Transporter SPOC Onboarding			0	0	Engineer In Charge
			g.	OMC onboarding			0	0	Engineer In Charge
			h.	Apprentice Onboarding			2	0	Engineer In Charge
			i.	Associate Enrolment			191	2	Security SPOC
		VISITOR MANAGEMENT	a.	Visitor Approvals			25	Security SPOC,EIC, LI	
		B.	Platform Reports			Available/Not Available	Accessible Through		
		Reports Accessibility with min. 30 days data wherever applicable	a.	Headcount Summary			Available	Platform Admin,,EIC, LI	
			b.	Headcount Logs			Available		
			c.	Access Logs			Available		
			d.	Contract Labour report			Available		
			e.	Visitor Logs			Available		
		3	Troubleshooting	A.	Activities			Count	
Issue/ Ticket raised through platform or email	a.			Ticket raised			5		
b.	Ticket Closed			5					
SAT (Completed/Not Completed)					Completed	SAT Report No./Date: 26/2/2025 SAT Date (From-To):22/1/2025- 5/2/2025			
NOTE: It is confirmed that the IOWMS System inclusive of Access Control System and the prescribed workflows under IOWMS platform are functional. The workflows and Troubleshooting process have been used by the relevant personas during the stabalization period and are working as intended.									
			VENDOR SPOC			BPCL LOCATION INCHARGE			
SIGNATURE & STAMP									
NAME & DESIGNATION									
DATE									
4	IOWMS Platform Development	a.	UAT Sign Off Document			Report No / Date			
5	SUPPORTING DOCUMENTS	a.	Stabilization Document Checklist			Report No / Date			
Confirm Successful Stabilization (YES/NO)									
			BPCL(CO-HRS)						
SIGNATURE & STAMP									
NAME & DESIGNATION									
DATE									

		IOWMS Integrated Outsource Workforce Management System					Doc. No.: BPCL/HRS/IOWMS/R05 Rev. No. : 00 Effective Date :01.01.2025		
		STABILIZATION CHECKLIST					Location: Cherlapalli PO No. : 4510296290 Stabilization Period: 30 days Start Date: 06/02/2025 End Date:07/03/2025		
S.No.	STABILIZATION CRITERIA	SUB- CRITERIA					Report No. : 01		
1	Access Control System	A.	Activity				Average Count/day during stabilization period	Associate Types	
		ASSOCIATE ACCESS through Access Control System	a.	Total Associates on IOWMS Platform	134	People Accessing through IOWMS Access Control System (incl. of FRS and turnstil/barrier)		63	1.Full Time Employees 2.Contract Labour 3.Apprentices 4.Vendor SPOC 5.Transporter Crew 6.Transporter SPOC 7.OMC
2	IOWMS Platform	A.	Workflows/Platform Activities			Total Data Avl. on platform	Data Added during stabilization period	Accessible Through	
		ACCESS MANAGEMENT	a.	Vendor Creation			7	1	Currently through Backend untill SAP integration
			b.	PO/Contract Assignment			7	1	Location In charge
			c.	Vendor SPOC Onboarding/Assignment			11	6	Engineer In Charge
			d.	Contract Labour profile creation/ onboarding			89	29	Vendor SPOC
			e.	Transporter Crew Onboarding			0	0	Engineer In Charge/Vendor SPOC
			f.	Transporter SPOC Onboarding			0	0	Engineer In Charge
			g.	OMC onboarding			0	0	Engineer In Charge
			h.	Apprentice Onboarding			5	0	Engineer In Charge
			i.	Associate Enrolment			110	23	Security SPOC
		VISITOR MANAGEMENT	a.	Visitor Approvals			638		Security SPOC,EIC, LI
		B.	Platform Reports			Available/Not Available	Accessible Through		
		Reports Accessibility with min. 30 days data wherever applicable	a.	Headcount Summary			Available		Platform Admin,,EIC, LI
			b.	Headcount Logs			Available		
			c.	Access Logs			Available		
			d.	Contract Labour report			Available		
			e.	Visitor Logs			Available		
3	Troubleshooting	A.	Activities				Count		
		Issue/ Ticket raised through platform or email	a.	Ticket raised			8		
			b.	Ticket Closed			8		
SAT (Completed/Not Completed)					Completed	SAT Report No./Date: 21/2/2025 SAT Date (From-To):22/1/2025- 5/2/2025			
NOTE: It is confirmed that the IOWMS System inclusive of Access Control System and the prescribed workflows under IOWMS platform are functional. The workflows and Troubleshooting process have been used by the relevant personas during the stabalization period and are working as intended.									
		VENDOR SPOC			BPCL LOCATION INCHARGE				
SIGNATURE & STAMP									
NAME & DESIGNATION									
DATE									
4	IOWMS Platform Development	a.	UAT Sign Off Document			Report No / Date			
5	SUPPORTING DOCUMENTS	a.	Stabilization Document Checklist			Report No / Date			
Confirm Successful Stabilization (YES/NO)									
		BPCL(CO-HRS)							
SIGNATURE & STAMP									
NAME & DESIGNATION									
DATE									

		IOWMS Integrated Outsource Workforce Management System					Doc. No.: BPCL/HRS/IOWMS/R05 Rev. No. : 00 Effective Date :01.01.2025		
		STABILIZATION CHECKLIST					Location: Durgapur PO No. : 4510297375 Stabilization Period: 30 days Start Date: 06/02/2025 End Date: 07/03/2025		
S.No.	STABILIZATION CRITERIA	SUB- CRITERIA					Report No. : 01		
1	Access Control System	A.	Activity				Average Count/day during stabilization period	Associate Types	
		ASSOCIATE ACCESS through Access Control System	a.	Total Associates on IOWMS Platform	248	People Accessing through IOWMS Access Control System (incl. of FRS and turnstil/barrier)		130	1.Full Time Employees 2.Contract Labour 3.Apprentices 4.Vendor SPOC 5.Transporter Crew 6.Transporter SPOC 7.OMC
2	IOWMS Platform	A.	Workflows/Platform Activities			Total Data Avl. on platform	Data Added during stabilization period	Accessible Through	
		ACCESS MANAGEMENT	a.	Vendor Creation			13	1	Currently through Backend untill SAP integration
			b.	PO/Contract Assignment			15	0	Location In charge
			c.	Vendor SPOC Onboarding/Assignment			8	6	Engineer In Charge
			d.	Contract Labour profile creation/ onboarding			139	14	Vendor SPOC
			e.	Transporter Crew Onboarding			62	62	Engineer In Charge/Vendor SPOC
			f.	Transporter SPOC Onboarding			5	0	Engineer In Charge
			g.	OMC onboarding			0	0	Engineer In Charge
			h.	Apprentice Onboarding			1	0	Engineer In Charge
			i.	Associate Enrolment			219	11	Security SPOC
		VISITOR MANAGEMENT	a.	Visitor Approvals				244	Security SPOC,EIC, LI
		B.	Platform Reports				Available/Not Available	Accessible Through	
		Reports Accessibility with min. 30 days data wherever applicable	a.	Headcount Summary				Available	Platform Admin,,EIC, LI
			b.	Headcount Logs				Available	
			c.	Access Logs				Available	
			d.	Contract Labour report				Available	
			e.	Visitor Logs				Available	
3	Troubleshooting	A.	Activities				Count		
		Issue/ Ticket raised through platform or email	a.	Ticket raised			13		
			b.	Ticket Closed			13		
SAT (Completed/Not Completed)					Completed	SAT Report No./Date: 05/03/2025 SAT Date (From-To): 22/1/2025- 5/2/2025			
NOTE: It is confirmed that the IOWMS System inclusive of Access Control System and the prescribed workflows under IOWMS platform are functional. The workflows and Troubleshooting process have been used by the relevant personas during the stabalization period and are working as intended.									
		VENDOR SPOC			BPCL LOCATION INCHARGE				
SIGNATURE & STAMP									
NAME & DESIGNATION									
DATE									
4	IOWMS Platform Development	a.	UAT Sign Off Document			Report No / Date			
5	SUPPORTING DOCUMENTS	a.	Stabilization Document Checklist			Report No / Date			
Confirm Successful Stabilization (YES/NO)									
		BPCL(CO-HRS)							
SIGNATURE & STAMP									
NAME & DESIGNATION									
DATE									

		IOWMS Integrated Outsource Workforce Management System					Doc. No.: BPCL/HRS/IOWMS/R05 Rev. No. : 00 Effective Date :01.01.2025		
		STABILIZATION CHECKLIST					Location: Manmad PO No. : 4510296088 Stabilization Period: 30 days Start Date: 06/02/2025 End Date: 07/03/2025		
S.No.	STABILIZATION CRITERIA	SUB- CRITERIA					Report No. : 01		
1	Access Control System	A.	Activity				Average Count/day during stabilization period	Associate Types	
		ASSOCIATE ACCESS through Access Control System	a.	Total Associates on IOWMS Platform	186	People Accessing through IOWMS Access Control System (incl. of FRS and turnsti/barrier)		116	1.Full Time Employees 2.Contract Labour 3.Apprentices 4.Vendor SPOC 5.Transporter Crew 6.Transporter SPOC 7.OMC
2	IOWMS Platform	A.	Workflows/Platform Activities			Total Data Avl. on platform	Data Added during stabilization period	Accessible Through	
		ACCESS MANAGEMENT	a.	Vendor Creation			11	0	Currently through Backend until SAP integration
			b.	PO/Contract Assignment			11	0	Location In charge
			c.	Vendor SPOC Onboarding/Assignment			11	9	Engineer In Charge
			d.	Contract Labour profile creation/ onboarding			99	1	Vendor SPOC
			e.	Transporter Crew Onboarding			0	0	Engineer In Charge/Vendor SPOC
			f.	Transporter SPOC Onboarding			0	0	Engineer In Charge
			g.	OMC onboarding			5	0	Engineer In Charge
			h.	Apprentice Onboarding			13	0	Engineer In Charge
			i.	Associate Enrolment			156	0	Security SPOC
		VISITOR MANAGEMENT	a.	Visitor Approvals			60	Security SPOC,EIC, LI	
		B.	Platform Reports			Available/Not Available	Accessible Through		
		Reports Accessibility with min. 30 days data wherever applicable	a.	Headcount Summary			Available	Platform Admin,,EIC, LI	
			b.	Headcount Logs			Available		
			c.	Access Logs			Available		
			d.	Contract Labour report			Available		
			e.	Visitor Logs			Available		
		3	Troubleshooting	A.	Activities			Count	
Issue/ Ticket raised through platform or email	a.			Ticket raised			4		
	b.			Ticket Closed			4		
SAT (Completed/Not Completed)					Completed	SAT Report No./Date: 15/2/2025 SAT Date (From-To):22/01/2025- 05/02/2025			
NOTE: It is confirmed that the IOWMS System inclusive of Access Control System and the prescribed workflows under IOWMS platform are functional. The workflows and Troubleshooting process have been used by the relevant personas during the stabalization period and are working as intended.									
			VENDOR SPOC		BPCL LOCATION INCHARGE				
SIGNATURE & STAMP									
NAME & DESIGNATION									
DATE									
4	IOWMS Platform Development	a.	UAT Sign Off Document			Report No / Date			
5	SUPPORTING DOCUMENTS	a.	Stabilization Document Checklist			Report No / Date			
Confirm Successful Stabilization (YES/NO)									
			BPCL(CO-HRS)						
SIGNATURE & STAMP									
NAME & DESIGNATION									
DATE									

		IOWMS Integrated Outsource Workforce Management System					Doc. No.: BPCL/HRS/IOWMS/R05 Rev. No. : 00 Effective Date :01.01.2025		
		STABILIZATION CHECKLIST					Location: Piyala PO No. : 4510300124 Stabilization Period: 30 days Start Date: 06/02/2025 End Date:07/03/2025		
S.No.	STABILIZATION CRITERIA	SUB- CRITERIA					Report No. :		
1	Access Control System	A.	Activity				Average Count/day during stabilization period	Associate Types	
		ASSOCIATE ACCESS through Access Control System	a.	Total Associates on IOWMS Platform	97	People Accessing through IOWMS Access Control System (incl. of FRS and turnstil/barrier)		31	1.Full Time Employees 2.Contract Labour 3.Apprentices 4.Vendor SPOC 5.Transporter Crew 6.Transporter SPOC 7.OMC
2	IOWMS Platform	A.	Workflows/Platform Activities			Total Data Avl. on platform	Data Added during stabilization period	Accessible Through	
		ACCESS MANAGEMENT	a.	Vendor Creation			9	0	Currently through Backend untill SAP integration
			b.	PO/Contract Assignment			9	0	Location In charge
			c.	Vendor SPOC Onboarding/Assignment			9	0	Engineer In Charge
			d.	Contract Labour profile creation/ onboarding			49	0	Vendor SPOC
			e.	Transporter Crew Onboarding			0	0	Engineer In Charge/Vendor SPOC
			f.	Transporter SPOC Onboarding			0	0	Engineer In Charge
			g.	OMC onboarding			0	0	Engineer In Charge
			h.	Apprentice Onboarding			3	0	Engineer In Charge
			i.	Associate Enrolment			67	0	Security SPOC
		VISITOR MANAGEMENT	a.	Visitor Approvals			9	0	Security SPOC,EIC, LI
		B.	Platform Reports			Available/Not Available	Accessible Through		
		Reports Accessibility with min. 30 days data wherever applicable	a.	Headcount Summary			Available	Platform Admin,,EIC, LI	
			b.	Headcount Logs			Available		
			c.	Access Logs			Available		
			d.	Contract Labour report			Available		
			e.	Visitor Logs			Available		
		3	Troubleshooting	A.	Activities				Count
Issue/ Ticket raised through platform or email	a.			Ticket raised			7		
	b.			Ticket Closed			7		
SAT (Completed/Not Completed)					Completed	SAT Report No./Date: 08/03/2025 SAT Date (From-To):22/1/2025- 05/02/2025			
NOTE: It is confirmed that the IOWMS System inclusive of Access Control System and the prescribed workflows under IOWMS platform are functional. The workflows and Troubleshooting process have been used by the relevant personas during the stabalization period and are working as intended.									
			VENDOR SPOC		BPCL LOCATION INCHARGE				
SIGNATURE & STAMP									
NAME & DESIGNATION									
DATE									
4	IOWMS Platform Development	a.	UAT Sign Off Document			Report No / Date			
5	SUPPORTING DOCUMENTS	a.	Stabilization Document Checklist			Report No / Date			
Confirm Successful Stabilization (YES/NO)									
			BPCL(CO-HRS)						
SIGNATURE & STAMP									
NAME & DESIGNATION									
DATE									

		IOWMS Integrated Outsource Workforce Management System					Doc. No.: BPCL/HRS/IOWMS/R05 Rev. No. : 00 Effective Date :01.01.2025		
		STABILIZATION CHECKLIST					Location: URAN PO No. : 4510297410 Stabilization Period: 30 days Start Date: 06/02/2025 End Date: 07/03/2025		
S.No.	STABILIZATION CRITERIA	SUB- CRITERIA					Report No. :		
1	Access Control System	A.	Activity				Average Count/day during stabilization period	Associate Types	
		ASSOCIATE ACCESS through Access Control System	a.	Total Associates on IOWMS Platform	679	People Accessing through IOWMS Access Control System (incl. of FRS and turnstil/barrier)		477	1.Full Time Employees 2.Contract Labour 3.Apprentices 4.Vendor SPOC 5.Transporter Crew 6.Transporter SPOC 7.OMC
2	IOWMS Platform	A.	Workflows/Platform Activities			Total Data Avl. on platform	Data Added during stabilization period	Accessible Through	
		ACCESS MANAGEMENT	a.	Vendor Creation			17	0	Currently through Backend untill SAP integration
			b.	PO/Contract Assignment			26	0	Location In charge
			c.	Vendor SPOC Onboarding/Assignment			14	3	Engineer In Charge
			d.	Contract Labour profile creation/ onboarding			393	22	Vendor SPOC
			e.	Transporter Crew Onboarding			71	71	Engineer In Charge/Vendor SPOC
			f.	Transporter SPOC Onboarding			0	0	Engineer In Charge
			g.	OMC onboarding			63	13	Engineer In Charge
			h.	Apprentice Onboarding			1	0	Engineer In Charge
			i.	Associate Enrolment			580	15	Security SPOC
		VISITOR MANAGEMENT	a.	Visitor Approvals				713	Security SPOC,EIC, LI
		B.	Platform Reports				Available/Not Available	Accessible Through	
		Reports Accessibility with min. 30 days data wherever applicable	a.	Headcount Summary				Available	Platform Admin,,EIC, LI
			b.	Headcount Logs				Available	
			c.	Access Logs				Available	
			d.	Contract Labour report				Available	
e.	Visitor Logs				Available				
3	Troubleshooting	A.	Activities				Count		
		Issue/ Ticket raised through platform or email	a.	Ticket raised			13		
			b.	Ticket Closed			13		
SAT (Completed/Not Completed)					Completed	SAT Report No./Date: 22/02/2025 SAT Date (From-To): 22/01/2025- 5/02/2025			
NOTE: It is confirmed that the IOWMS System inclusive of Access Control System and the prescribed workflows under IOWMS platform are functional. The workflows and Troubleshooting process have been used by the relevant personas during the stabalization period and are working as intended.									
		VENDOR SPOC			BPCL LOCATION INCHARGE				
SIGNATURE & STAMP									
NAME & DESIGNATION									
DATE									
4	IOWMS Platform Development	a.	UAT Sign Off Document			Report No / Date			
5	SUPPORTING DOCUMENTS	a.	Stabilization Document Checklist			Report No / Date			
Confirm Successful Stabilization (YES/NO)									
		BPCL(CO-HRS)							
SIGNATURE & STAMP									
NAME & DESIGNATION									
DATE									

		IOWMS Integrated Outsource Workforce Management System					Doc. No.: BPCL/HRS/IOWMS/R05 Rev. No. : 00 Effective Date :01.01.2025		
		STABILIZATION CHECKLIST					Location: Wadi Lubes PO No. : 4510296273 Stabilization Period: 30 days Start Date: 06/02/2025 End Date: 07/03/2025		
S.No.	STABILIZATION CRITERIA	SUB- CRITERIA					Report No. : 01		
1	Access Control System	A.	Activity				Average Count/day during stabilization period	Associate Types	
		ASSOCIATE ACCESS through Access Control System	a.	Total Associates on IOWMS Platform	707	People Accessing through IOWMS Access Control System (incl. of FRS and turnstil/barrier)		287	1.Full Time Employees 2.Contract Labour 3.Apprentices 4.Vendor SPOC 5.Transporter Crew 6.Transporter SPOC 7.OMC
2	IOWMS Platform	A.	Workflows/Platform Activities			Total Data Avl. on platform	Data Added during stabilization period	Accessible Through	
		ACCESS MANAGEMENT	a.	Vendor Creation			64	0	Currently through Backend until SAP integration
			b.	PO/Contract Assignment			29	0	Location In charge
			c.	Vendor SPOC Onboarding/Assignment			20	1	Engineer In Charge
			d.	Contract Labour profile creation/ onboarding			511	49	Vendor SPOC
			e.	Transporter Crew Onboarding			56	55	Engineer In Charge/Vendor SPOC
			f.	Transporter SPOC Onboarding			28	0	Engineer In Charge
			g.	OMC onboarding			2	0	Engineer In Charge
			h.	Apprentice Onboarding			20	2	Engineer In Charge
			i.	Associate Enrolment			480	7	Security SPOC
		VISITOR MANAGEMENT	a.	Visitor Logs			28	Security SPOC,EIC, LI	
		B.	Platform Reports			Available/Not Available	Accessible Through		
		Reports Accessibility with min. 30 days data wherever applicable	a.	Headcount Summary			Available	Platform Admin,,EIC, LI	
			b.	Headcount Logs			Available		
			c.	Access Logs			Available		
			d.	Contract Labour report			Available		
			e.	Visitor Logs			Available		
		3	Troubleshooting	A.	Activities			Count	
Issue/ Ticket raised through platform or email	a.			Ticket raised			12		
	b.			Ticket Closed			12		
SAT (Completed/Not Completed)					Completed	SAT Report No./Date: 15/02/2025 SAT Date (From-To):22/01/2025- 5/02/2025			
NOTE: It is confirmed that the IOWMS System inclusive of Access Control System and the prescribed workflows under IOWMS platform are functional. The workflows and Troubleshooting process have been used by the relevant personas during the stabalization period and are working as intended.									
			VENDOR SPOC		BPCL LOCATION INCHARGE				
SIGNATURE & STAMP									
NAME & DESIGNATION									
DATE									
4	IOWMS Platform Development	a.	UAT Sign Off Document			Report No / Date			
5	SUPPORTING DOCUMENTS	a.	Stabilization Document Checklist			Report No / Date			
Confirm Successful Stabilization (YES/NO)									
			BPCL(CO-HRS)						
SIGNATURE & STAMP									
NAME & DESIGNATION									
DATE									