	IOWMS **Integrated Outsource Workforce Management System**		Doc. No. : BPCL/HRS/IOWMS/R04 Rev. No. : 00 **Effective Date :** 01.12.2024
Bharat Petroleum *energising lives*	**SAT DOCUMENT CHECKLIST**		**Location:** **PO No. :** **Report Date:**

S. NO.	Required Documents	Description	Availability Status
1	**Site Survey Document**	Site Survey Report	☐
2	**Hardware QC Documents** (for FRS, Turnstile, IT components etc.)	Dispatch clearance ,Third party Inspection Test Report	☐
		OEM Test Certificates	☐
		User Manuals(if any)	☐
3	**Installation Reports**	FRS Devices, Turnstile, L2 switches,Cable Laying etc.	☐
4	**Drawings & Diagrams**	As-Built of Installation	☐
		P&Id/GAD of Turnstile System	☐
5	**SOPs'**	FRS Device Installation and Setup	☐
		SOP for Associate Enrolment	☐
		Replacement of FRS Device	☐
		Replacement of L2 switches	☐
		Removal And Shifting of Access Control System	☐
6	**IS Checklist and Password Policies**	Duly Signed IS checklist	☐
		Desktop password setup and updation policy	☐
7	**Asset Register and Visitor Card Master**	Vendor Supplied Hardware Components Asset register	☐
		Master file of Visitor Card Series	☐
10	**Training Document**	Tutorials for IOWMS platform	☐
		Training Records for different personas	☐

Remarks (if any):

	VENDOR SPOC	BPCL LOCATION SPOC
SIGNATURE & STAMP		
NAME & DESIGNATION		
DATE		