


Godrej

 IOWMS Integrated Outsource Workforce Management System		Doc. No. : BPCL/HRS/IOWMS/R04 Rev. No. : 00 Effective Date : 01.12.2024	
SAT DOCUMENT CHECKLIST		Location: BPCL Uran LPG PO No. : 4510297410 Report Date: 13-02-2025	
S. NO.	Required Documents	Description	Availability Status
1	Site Survey Document	Site Survey Report	<input checked="" type="checkbox"/>
2	Hardware QC Documents (for FRS, Turnstile, IT components etc.)	Dispatch clearance, Third party Inspection Test Report	<input checked="" type="checkbox"/>
		OEM Test Certificates	<input checked="" type="checkbox"/>
		User Manuals(if any)	<input checked="" type="checkbox"/>
3	Installation Reports	FRS Devices, Turnstile, L2 switches, Cable Laying etc.	<input checked="" type="checkbox"/>
4	Drawings & Diagrams	As-Built of Installation	<input checked="" type="checkbox"/>
		P&Id GAD of Turnstile System	<input checked="" type="checkbox"/>
5	SOPs	FRS Device Installation and Setup	<input checked="" type="checkbox"/>
		SOP for Associate Enrolment	<input checked="" type="checkbox"/>
		Replacement of FRS Device	<input checked="" type="checkbox"/>
		Replacement of L2 switches	<input checked="" type="checkbox"/>
		Removal And Shifting of Access Control System	<input checked="" type="checkbox"/>
6	IS Checklist and Password Policies	Duly Signed IS checklist	<input checked="" type="checkbox"/>
		Desktop password setup and updation policy	<input checked="" type="checkbox"/>
7	Asset Register and Visitor Card Master	Vendor Supplied Hardware Components Asset register	<input checked="" type="checkbox"/>
		Master file of Visitor Card Series	<input checked="" type="checkbox"/>
10	Training Document	Tutorials for IOWMS platform	<input checked="" type="checkbox"/>
		Training Records for different personas	<input checked="" type="checkbox"/>
Remarks (if any):			
SIGNATURE & STAMP		BPCL LOCATION SPOC	
NAME & DESIGNATION		Bhavishya Dehari, Asst. Mgr	
DATE		13/02/25	

Godrej Enterprises Group

Godrej & Boyce Manufacturing Company Limited | Regd. Office: Pirojshanagar, Vikhroli, Mumbai - 400 079, Maharashtra, India
 Tel: +91-22-6796 1700/1800 | Info@godrej.com | www.godrejenterprises.com | CIN: U28993MH1932PLC001828