

 Bharat Petroleum energising lives		<b>IOWMS</b> Integrated Outsource Workforce Management System				Doc. No.: BPCL/HRS/IOWMS/R05 Rev. No.: 00 Effective Date: 01.01.2025			
		<b>STABILIZATION CHECKLIST</b>				Location: <b>Wadi Luban</b> PO No.: Stabilization Period: 30 days Start Date: <b>6/2/25</b> End Date: <b>7/13/25</b>			
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	u.	Total Associates on IOWMS Platform	People Accessing through IOWMS Access Control System (incl. of TRS and turnstiles barrier)	<b>176</b>	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			<b>64</b>	<b>0</b>	Currently through Backend until SAP integration
			b.	PO/Contract Assignment			<b>58</b>	<b>2</b>	Location In charge
			c.	Vendor SPOC Onboarding/Assignment			<b>20</b>	<b>1</b>	Engineer In Charge
			d.	Contract Labour profile creation/ onboarding			<b>515</b>	<b>33</b>	Vendor SPOC
			e.	Transporter Crew Onboarding			<b>57</b>	<b>55</b>	Engineer In Charge/ Vendor SPOC
			f.	Transporter SPOC Onboarding			<b>28</b>	<b>0</b>	Engineer In Charge
			g.	OMC onboarding			<b>2</b>	<b>0</b>	Engineer In Charge
			h.	Apprentice Onboarding			<b>20</b>	<b>2</b>	Engineer In Charge
			i.	Associate Enrolment			<b>480</b>	<b>7</b>	Security SPOC
		VISITOR MANAGEMENT	a.	Visitor Approvals			<b>20</b>	<b>19</b>	Security SPOC, EIC, LI
		B.	Platform Reports			Available/Not Available	Accessible Through		
		Reports Accessibility with min. 30 days data wherever applicable	a.	Headcount Summary			<b>Available</b>	Platform Admin, EIC, LI	
			b.	Headcount Logs			<b>Available</b>		
			c.	Access Logs			<b>Available</b>		
d.	Contract Labour report			<b>Available</b>					
e.	Visitor Logs			<b>Available</b>					
3	Troubleshooting	A.	Activities			Count			
		Issue/ Ticket raised through platform or email	a.	Ticket raised			<b>12</b>		
			b.	Ticket Closed			<b>12</b>		
SAT (Completed/Not Completed)					<b>Completed</b>	SAT Report No./Date: SAT Date (From-To):			
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 stabilization 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									