IOWMS
Integrated Outsource Workforce Management System

SITE ACCEPTANCE TEST REPORT

Doc. No.: BPCL/HRS/IOWMS/R02
Rev. No. : 00
Effective Date :01.12.2024

Location:
PO No. :
Report Date:
Test Duration:

S.No.	Hardware/ItemType	Checks/Functionality					Quantity	

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Face Reader

		Location of Installation	Entry/Exit	Terminal Ids		ADMIN Password Implemented on devices	Installed	As Per PO (Nos.)
		Main Gate	Entry					
			Exit					
		Licensed Gate	Entry					
			Exit					

Enrollment & Authentication

Enrollment workflow *of Associates through IOWMS platform*	Working/Not Working
AUTHENTICATION TYPES	**Authentication Test (Accepted / Rejected)** *Authentication through device will be considered to be accepted only when the average acceptance through device for a period of 15 days is >=99%* **Ref. Authentication Log Report**
Associate Authentication (through Face/Finger)	
Visitor Authentication (through Cards)	

Turnstile

Location of Installation	Quantity		Operating Status (Working/Not Working)
	Installed	As per PO	
Main Gate (Delicensed Gate)			
Licenesed Gate			

S.No. 1 — Access Control System

S.No. 2 — IT & Other Installations

Item Types	Desktop	Printer	Web camera	Canopy
Installed Qty.				
PO Qty.				

S.No. 3 — IOWMS Platform Accessibility

Persona Logins	Location In Charge	Engineer In Charge	Vendor SPOC	Security SPOC
Accessible/Not Accesible				

S.No. 4 — System Reports

Reports Availability at IOWMS platform	Headcount Summary	Headcount Logs	Access Logs	Contract Labour report	Visitor Logs
Yes/No					

S.No. 5 — ID Cards

Visitor Access Cards	Qty. Received at Site (Nos.)	PO Qty. (Nos.)

S.No. 6 — Supporting Documents

As per the Documents Checklist	Received/Not Received

Confirm Site Acceptance Test (SAT) (Successful/Failed)

	VENDOR SPOC	BPCL's LOCATION SPOC	BPCL's LOCATION IN CHARGE
SIGNATURE & STAMP			
NAME & DESIGNATION			
DATE			