

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