

		IOWMS Integrated Outsource Workforce Management System					Doc. No.: BPCL/HRS/IOWMS/R05 Rev. No. : 00 Effective Date :01.01.2025		
		STABILIZATION CHECKLIST					Location: PO No. : Stabilization Period: 30 days Start Date: End Date:		
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	a.	Total Associates on IOWMS Platform		People Accessing through IOWMS Access Control System (incl. of FRS and turnstil/barrier)		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					Currently through Backend untill SAP integration
			b.	PO/Contract Assignment					Location In charge
			c.	Vendor SPOC Onboarding/Assignment					Engineer In Charge
			d.	Contract Labour profile creation/ onboarding					Vendor SPOC
			e.	Transporter Crew Onboarding					Engineer In Charge/Vendor SPOC
			f.	Transporter SPOC Onboarding					Engineer In Charge
			g.	OMC onboarding					Engineer In Charge
			h.	Apprentice Onboarding					Engineer In Charge
			i.	Associate Enrolment					Security SPOC
		VISITOR MANAGEMENT	a.	Visitor Approvals					Security SPOC,EIC, LI
		B.	Platform Reports				Available/Not Available	Accessible Through	
		Reports Accessibility with min. 30 days data wherever applicable	a.	Headcount Summary				Platform Admin,,EIC, LI	
			b.	Headcount Logs					
			c.	Access Logs					
d.	Contract Labour report								
e.	Visitor Logs								
3	Troubleshooting	A.	Activities				Count		
		Issue/ Ticket raised through platform or email	a.	Ticket raised					
			b.	Ticket Closed					
SAT (Completed/Not Completed)					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 stabalization 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									