# SITE ACCEPTANCE TEST

## PROCEDURE

# Contents

ABBREVIATIONS:

| Abbreviation | Stands For |
|---|---|
| SAT | Site Acceptance Test |
| FRS | Face Recognition System |
| IOWMS | Integrated Outsourced Workforce Management System |
| SPOC | Single Point of Contact |
| PO | Purchase Order |

## 1. GENERAL

### 1.1 Introduction

The Site Acceptance Test (SAT) involves testing an installed system to ensure that it is operating according to specified requirements, including functional performance and third-party interfaces and deployed software workflows at the installation site. The procedure includes reviewing relevant documentation, verifying system functions, confirming third-party interfaces and documenting all results and issues encountered during the testing period.

### 1.2 Document Purpose

This document is intended to provide a detailed description of the process of carrying out the Site Acceptance Test for IOWMS.

### 1.3 Scope of Testing

Following Components would be applicable under the scope of Testing

    a. Software Platform –
- Enrolment workflow
- System Reports

    b. Face Reader System (**FRS**) – authentication of users like Visitor, outsource manpower, etc. using
      i. Face
     ii. Finger
    iii. Card; as applicable

    c. Turnstiles system – its working and operations.

### 1.4 Acceptance Criteria

The Solution shall be tested as per the SAT repoort provided in Annexure – I for a consecutive duration of 15 days. SAT will be deemed to be successful on:

1. Achieving Biometric Authentication of 99% (averaging the count of authorized people authenticated to the total authorized persons appeared in 15 days).
2. Availability of specified reports in production environment of the platform with data of 15 days

## 1.5 Pre-requisites for SAT

### 1.5.1   Hardware Requirements

1. Enrolment PC with internet connectivity and in working condition
2. Turnstiles/Barrier in working condition
3. Integration of Tripod/ flap with FRS – Turnstile rotation on authentication and no rotation on failure to authenticate.
4. Green Connectivity Symbol on FRS screen ensuring active communication with server
5. No Tamper Alarm ⚠ visible on FRS screen ensuring proper fitment.
6. Green color fingerprint symbol ⟟ ensuring proper working of fingerprint sensor.

### 1.5.2   Software Requirements

1. IOWMS Platform access on web browser: https://platform.betterplace.co.in
2. Persona specific login to IOWMS platform for - Location In charge, Engineer In charge, Vendor SPOC and Security SPOC.

### 1.5.3   Personnel Training

1. User training for all personnels with access to IOWMS platform.

## 2.   Test Procedure

### 2.1.  Access Control System

#### 2.1.1 Face Reader:

- The number of FRS devices placed at the location should be in line with the ordered quantity as per PO.
- On accessing the system setting on FRS device, the device should prompt for an admin password.

#### 2.1.2 Enrolment and authentication:

- The authorized personas should have access to the enrolment workflow on the platform.

**Biometric Authentication:**

- "Success" message on successful biometric authentication for authorized personnel on the FRS device

- "Failed" message on Rejection / Failed biometric authentication for unauthorized personnel on the FRS device

| | Scenario | Message on Device |
|---|---|---|
| **Authorized Associate* (A)** | Authenticated on Device | Success (B) |
| | Not Authenticated on Device | Failed (C) |
| **For successful SAT, the %age of success cases out of the total authorised person visiting the site i.e. (B/A) should be >=99%** | | |
| *Authorised Associate is defined as an associate who is<br>a. Enrolled on the platform<br>b. Has been provided access to the device<br>c. Has a valid gate pass | | |

**Card Authentication**

- Visitor Authentication through assigned cards on the FRS device
- Validating average acceptance percentage as per **Annexure – III**.

### 2.1.3 Turnstile:

- The number of Turnstile placed at the location should be in line with the ordered quantity as per PO.
- All installed turnstiles are in working condition.

## 2.2. IT & Other Installations:

- All IT components and other installations have been provided at the site in line with the ordered quantity as per PO.

## 2.3. Platform Accessibility:

- Persona specific login to IOWMS platform is available for all the defined personas - Location In charge, Engineer In charge, Vendor SPOC and Security SPOC.

## 2.4. System Reports:

- Availability and Accessibility of system generated reports on production platform of IOWMS populated with data of at least 15 days to the authorized personas.

## 2.5. ID Card:

- ID cards have been provided at the site in line with the ordered quantity as per PO.

## 2.6. Supporting Document:

- Confirm receipt / availability of all documents as per the document checklist provided as **Annexure – II.**

On completion on SAT, the site is required to mark the SAT as successful or failed in the SAT report enclosed as **Annexure – I**

# ANNEXURE I

<table>
<tr>
<td rowspan="2" colspan="2">**Bharat Petroleum**<br>*energising lives*</td>
<td colspan="6">**IOWMS**<br>**Integrated Outsource Workforce Management System**</td>
<td colspan="2">**Doc. No.:** BPCL/HRS/IOWMS/R02<br>**Rev. No. :** 00<br>**Effective Date :**01.12.2024</td>
</tr>
<tr>
<td colspan="6">**SITE ACCEPTANCE TEST REPORT**</td>
<td colspan="2">**Location:**<br>**PO No. :**<br>**Report Date:**<br>**Test Duration:**</td>
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<tr>
<td rowspan="2">**S.No.**</td>
<td rowspan="2">**Hardware/ItemType**</td>
<td colspan="6">**Checks/Functionality**</td>
<td colspan="2">**Quantity**</td>
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<tr>
<td></td>
<td>**Location of Installation**</td>
<td>**Entry/Exit**</td>
<td colspan="2">**Terminal Ids**</td>
<td>**ADMIN Password Implemented on devices**</td>
<td>**Installed**</td>
<td>**As Per PO (Nos.)**</td>
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<tr>
<td rowspan="20">1</td>
<td rowspan="20">**Access Control System**</td>
<td rowspan="4">**Face Reader**</td>
<td rowspan="2">Main Gate</td>
<td>Entry</td>
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<tr>
<td rowspan="10">**Enrollment & Authentication**</td>
<td colspan="4">**Enrollment workflow**<br>*of Associates through IOWMS platform*</td>
<td colspan="2">**Working/Not Working**</td>
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<tr>
<td colspan="4" rowspan="2">**AUTHENTICATION TYPES**</td>
<td colspan="2">**Authentication Test**<br>**(Accepted / Rejected)**<br>*Authentication through device will be considered to be accepted only when the average acceptance through device for a period of 15 days is >=99%*<br>**Ref. Authentication Log Report**</td>
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<td colspan="4" rowspan="2">**Associate Authentication**<br>(through Face/Finger)</td>
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<td colspan="4" rowspan="2">**Visitor Authentication**<br>(through Cards)</td>
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<td rowspan="3">**Turnstile**</td>
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<td colspan="2">**Quantity**</td>
<td colspan="2" rowspan="2">**Operating Status**<br>**(Working/Not Working)**</td>
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<td>**As per PO**</td>
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<td colspan="2">**Item Types**</td>
<td colspan="2">**Desktop**</td>
<td>**Printer**</td>
<td>**Web camera**</td>
<td>**Canopy**</td>
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<td>**Headcount Summary**</td>
<td>**Headcount Logs**</td>
<td>**Access Logs**</td>
<td>**Contract Labour report**</td>
<td>**Visitor Logs**</td>
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<td rowspan="2">**ID Cards**</td>
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# ANNEXURE II

| | IOWMS<br>Integrated Outsource Workforce Management System | | Doc. No. : BPCL/HRS/IOWMS/R04<br>Rev. No. : 00<br>Effective Date : 01.12.2024 |
|---|---|---|---|
| **Bharat Petroleum**<br>*energising lives* | **SAT DOCUMENT CHECKLIST** | | Location:<br>PO No. :<br>Report Date: |

| S. NO. | Required Documents | Description | Availability Status |
|---|---|---|---|
| 1 | **Site Survey Document** | Site Survey Report | ☐ |
| 2 | **Hardware QC Documents** (for FRS, Turnstile, IT components etc.) | Dispatch clearance ,Third party Inspection Test Report | ☐ |
| | | OEM Test Certificates | ☐ |
| | | User Manuals(if any) | ☐ |
| 3 | **Installation Reports** | FRS Devices, Turnstile, L2 switches,Cable Laying etc. | ☐ |
| 4 | **Drawings & Diagrams** | As-Built of Installation | ☐ |
| | | P&Id/GAD of Turnstile System | ☐ |
| 5 | **SOPs'** | FRS Device Installation and Setup | ☐ |
| | | SOP for Associate Enrolment | ☐ |
| | | Replacement of FRS Device | ☐ |
| | | Replacement of L2 switches | ☐ |
| | | Removal And Shifting of Access Control System | ☐ |
| 6 | **IS Checklist and Password Policies** | Duly Signed IS checklist | ☐ |
| | | Desktop password setup and updation policy | ☐ |
| 7 | **Asset Register and Visitor Card Master** | Vendor Supplied Hardware Components Asset register | ☐ |
| | | Master file of Visitor Card Series | ☐ |
| 10 | **Training Document** | Tutorials for IOWMS platform | ☐ |
| | | Training Records for different personas | ☐ |

**Remarks (if any):**

| | VENDOR SPOC | BPCL LOCATION SPOC |
|---|---|---|
| **SIGNATURE & STAMP** | | |
| **NAME & DESIGNATION** | | |
| **DATE** | | |

# ANNEXURE III

| | IOWMS Integrated Outsource Workforce Management System | Doc. No. : BPCL/HRS/IOWMS/R03 Rev. No. : 00 |
|---|---|---|
| Bharat Petroleum energising lives | AUTHENTICATION LOG REPORT | Location: Test Duration From : (dd-mm-yyyy) To : (dd-mm-yyyy) |

**TEST PARAMETERS**

| S.NO. | Test Date (dd-mm-yyyy) | Access Points | Entry/Exit | Associate Authentication through Face/Finger | | | | Visitor Authentication through Card | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Total Authorized Persons Appeared (Nos.) | Authorized Persons Successfuly Authenticated (Nos.) | Authorized Persons Rejected (No.) | Acceptance ( %) | Total Authorized Visitors Appeared (Nos.) | Authorized Visitors Successfuly Authenticated (Nos.) | Authorized Visitors Rejected (No.) | Acceptance ( %) |
| 1 | | Delicensed | Entry | 0 | 0 | 0 | #DIV/0! | | | 0 | #DIV/0! |
| | | | Exit | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
| | | Licensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
| | | | Exit | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
| 2 | | Delicensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
| | | | Exit | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
| | | Licensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
| | | | Exit | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
| 3 | | Delicensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
| | | | Exit | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
| | | Licensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
| | | | Exit | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
| 4 | | Delicensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
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| | | Licensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
| | | | Exit | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
| 5 | | Delicensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
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| | | Licensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
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| 6 | | Delicensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
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| 7 | | Delicensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
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| 9 | | Delicensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
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| 10 | | Delicensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
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| 11 | | Delicensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
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| 15 | | Delicensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
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| | | Licensed | Entry | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
| | | | Exit | | | 0 | #DIV/0! | | | 0 | #DIV/0! |
| Average of 15 Days | | Delicensed | Entry | 0 | 0 | 0 | #DIV/0! | 0 | 0 | 0 | #DIV/0! |
| | | | Exit | 0 | 0 | 0 | #DIV/0! | 0 | 0 | 0 | #DIV/0! |
| | | Licensed | Entry | 0 | 0 | 0 | #DIV/0! | 0 | 0 | 0 | #DIV/0! |
| | | | Exit | 0 | 0 | 0 | #DIV/0! | 0 | 0 | 0 | #DIV/0! |

| Overall Average % (Acceptance) | through Biometric Authentication (Associates) | #DIV/0! | through Card Authentication (Visitors) | #DIV/0! |
|---|---|---|---|---|
| Is Overall Average Acceptance % >= 99% (Yes/No) | | | | |

| | VENDOR SPOC | BPCL's LOCATION SPOC |
|---|---|---|
| SIGNATURE & STAMP | | |
| NAME & DESIGNATION | | |
| DATE | | |