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|  | | **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:** | |
| **Sr. 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 turnstile/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 until 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 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** | | |  | | | | | | | |