

OFFICE PROCESS RECORD
(Teknowledge Shared Services (PVT) LTD)

Subject	US CIS Productivity Work sheets Deficiencies Repot
Department	Labor Planning
Recorder (Name and Designation)	Nilushika Damayanthi (Assistant Labor Planner)
Approved By (Name and Designation)	Dilan
Created Date	8/16/2014
Last Updated Date	3/26/2016
No of Pages Including the Pag	4 Pages

Interdiction

Deficiencies report

1. The Deficiencies report for Daily on “Monday to Sunday” in Time Daily Productivity errors need to be post in Labor Mgt Daily.

Following guidelines can be used when updating the Deficiencies report.

Content

2. Deficiencies report is divided into the following sections

- a. Cover sheet by Shift Supervisor
- b. Correct Station ID
- c. Correct System ID
- d. Accurate time started & completed
- e. Accurate # of Production Units
- f. Worksheet must filled according to the order of the task accomplished
- g. Timely submission - Daily
- h. Correct Item Description
- i. Proper breaks Looking all Productivity work sheet each employee’s wise
- j. Looking Shift Supervisor Sign or No

3. For above Process data getting form Productivity work sheet tally with Productivity report .

Process

How to Prepared Deficiencies report

1. Checking Production Date.

W/H Productivity Worksheet deficiencies							Production Date :11/06/2014		
							Report Date :11/08/2014		
Prepared By Lakmini S Mendis									
Date	Supervisor	Person	Station ID	Station Description	Error Count	Total Time Spent @ Station	Error type	Supervisor Checked Yes/No	Justification/Expla Supervis
11/6/2014	Joel	Sandra	401		2	2:45	time description not recorded	yes	
11/6/2014	Joel	Julia	203	Label Printing(Fresh water/Salt water)	1	0:20	# of label not recorded	yes	
11/6/2014	Joel	Jose	401	Packing	1	0:30	station id not recorded	no	
					1	1:30	# of units not recorded		
11/6/2014	Joel	Jessica	213	Betta Sorting	2	2:10	# of units not recorded	no	
11/6/2014	Joel	Alexies			4	8:20	station id and # of units not recorded	yes	
				Break time	3	0:55	break in and out not recorded		
11/6/2014	Joel	Jaimy	213	Betta Sorting	1	0:25	# of units not recorded	yes	
11/6/2014	Joel	Tania	401	Packing	2	4:00	time description not recorded properly	yes	
11/6/2014	Joel	Angelo	502	Closing & Dispatching - Closing Boxes	1	0:20	# of units not recorded	yes	

2. Identify Error Type.

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3. Recording error counting and spent time.

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4. Recording Deficiencies Station Id and Station Description.

W/H Productivity Worksheet deficiencies

Production Date :11/06/2014

Report Date :11/08/2014

Prepared By Lakmini S Mendis

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5. Finally Checking Supervisor Signature

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