

Teknowledge Shared Services (pvt) Ltd

OPR FOR WEEKLY PRODUCTIVITY WORK SHEET DEFICIENCIES REPORT

Subject	How to Complete SL Horana Weekly Productivity Work Sheet Deficiencies Report
Department	Labor Management
Recorder	Dilumi Menuka
Approved by	Dilan Maduranga
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No. of pages including this page	02

SL Horana Weekly Productivity Deficiencies Report

1. Weekly Productivity work sheet deficiencies Report complete in every Monday
2. Weekly Productivity work sheet deficiencies report needs to be posted in SL Horana Farm every Monday.
3. Weekly productivity work sheet deficiencies report Is A Summary of daily deficiencies Report, on this report any one can inquire previous week deficiencies (number of errors done by Employee
 - a. First get the previous week daily Deficiencies report and record the error quantity on each employee (on weekly deficiencies report).
 - b. And after entered the previous week error quantity More errors will be queued up to the employee to reduce employee (sort largest to smallest)

S/L Horana Productivity Worksheet deficiencies					Production Date :	26-Jul-2015				
Prepared By Asanka Deepal					Report Date :	27-Jul-2015				
Date	Auditor	Person	Station ID	Station Description	Error Count	Total Time Spent @ Station	Error type	Correct Station ID	Supervisor Checked Yes/No	Justification/Explanation from Facility Manager
26-Jul-2015	Chamitha	Pasindu			17	9:00	Not Record The Station ID		Yes	
26-Jul-2015	Chamitha	Kamal			14	9:00	Not Record The Station ID		Yes	

Employee Name

Error qty

Production date

SL Horana Farm Centre
SL Horana Weekly Productivity Worksheet Deficiencies Report

Last Updated Date : 27th July 2015
 Report Date : 27th July 2015
 Production Week of : 20th July 2015 - 26th July 2015
 Report Created By : Asanka Deepal

	20-Jul	21-Jul	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	Total Error Count
Employee Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Pasindu	16	16	10	10	0	10	17	79
Y.Kamal	12	11	13	11	7	0	14	68
Thilakarathna	13	16	8	8	0	15	0	60
Kasindu Sandeepa	12	9	10	9	8	8	0	56
Siniaya Damayanthi	0	15	15	15	10	0	0	55
Shashi Kumar	0	8	12	10	7	14	0	51

Sort largest to smallest