

# OFFICE PROCESS RECORD

Subject	How to Complete SL Wadduwa Productivity work sheet Analysis report
Department	Labor Planing
Recorder	Nilushika Damayanthi
Approved by	Dilan Maduranga
Created date	09/02/2015
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No. of pages including this page	06

## **SL Wadduwa Productivity work sheets Analysis report**

1. The Productivity work sheets analysis report Prepping for Daily
2. The Productivity work sheets analysis report need to be reviewed and post in SL Wadduwa Farm.
3. Productivity report is divided into the following sections
  - a. Productivity work sheet
  - b. Summary of labor Actual by Station
  - c. Summary of labor Total Actual vs Master Station Labor Involved Actual As a Percentage

### **✓ Productivity work sheet.**

The Productivity work sheet completed by individual employees.

All Productivity work sheet Data entered to Productivity sheet check with Station Id report for the Deficiencies

If found any error that recorded to Productivity work sheets Deficiencies report.

Task Relevant  
Substation I D

Task Relevant  
System Id

Tropical Fish International (Pvt) Ltd  
Daily productivity report

Name: Arth Kumar Date: 24/03/05

Station	System ID	Time in	Task	No. of units completed	Item description	Time out	Time spent	Supervisor
1022	S-25-3	8.45	Live Stock Dead Removal	14 Fish		9.30	45 mi	
1001	S-3	9.30	Live Stock Feeding	90 Tank		10.00	30 mi	
2401	S-3	10.05	Tea time			10.15	15 mi	
		10.15	Tank cleaning	20 Tank		12.30	2hr 15 mi	
		12.30	Stomach cleaning			13.15	45 mi	
2402		13.15	Launch time			14.00	45 mi	

Time in How to Display

Explain the task completed in Relevant Substation

Total Count Of Completed

Farm Auditor Signature

Employees need to be recorded all the details that applicable

- Station Id – according to updated station id recorded
- System Id- this is applicable to QA and Maintenance Team.
- Time In- time that start to work relevant substation
- Time Out- time that ends working on same substation
- Task Description- explain the task completed in relevant substation
- Item Type- fish type, Bags and Boxes
- # Of units Completed- total count of completed
- Time Spent- total time spent on that particular substation
- Farm Auditor initial- each and every task need to audit by farm auditor for the work completion and also the productivity completion.

Enter above details that listed in the productivity work sheets to analysis report.

# Productivity Work Sheet

Production Date: 9-Mar-16  
Report Date: 10-Mar-16  
Prepared By: Nilushika Damayanthi

Date	Name	Master Station	Station ID	System ID	Task	Description	Units	In	Out	Time Spent
3	3/9/2016	Chandima	103		Incoming Shipment Acclimation	incoming shipment acclimation	787 fish	00:00	04:15	04:15
			103		Incoming Shipment Acclimation	incoming shipment acclimation	783 fish	04:15	06:15	02:00
			403		Packing	cleaning the working area		06:15	06:45	00:30
									<b>Total</b>	<b>06:45</b>
4	3/9/2016	Ajith Kumara	103		Incoming Shipment Acclimation	incoming shipment acclimation		00:00	05:00	05:00
			202		Bagging & Counting (Saltwater)	fish catching		05:00	10:30	05:30
			1001	s-2 s-3	Live Stock Feeding	feeding		10:30	11:15	00:45
			1002		Live Stock Siphoning	siphoning		11:15	12:00	00:45
									<b>Total</b>	<b>12:00</b>

Explain the task completed in Relevant Substation

Substation wise time calculation

1009	Live Stock Observation	live stock observation	08:00	09:30	01:30	1009	4:30
1001	Live Stock Feeding	feeding	09:30	10:00	00:30	1001	2:15
2401	Tea time	tea time	10:00	10:15	00:15	1002	1:00
1009	Live Stock Observation	live stock observation	10:15	12:00	01:45	2401	0:30
1002	Live Stock Siphoning	siphoning	12:00	13:00	01:00	2402	0:45

Sub station wise time calculation and those calculation times enter to “SUMMARY ACTUAL STATION WISE” Report .

Highlight break and Miscellaneous hours by using separate colour

Note : You Can Change G and M Columns Only

## Tropical Fish International (PVT) LTD Wadduwa Marine Centre Man Hour Forecast Report

Master station	Bench Marks	Staion ID	Sub Stations	Item Description	EOQ	Forecasted #of Units needed for Production	UOM /Qty	UOM Description	Time(hh:mm:ss)	Projected Man Hrs	Planned Staff	Projected Hours Per Person	Hrs For M.Station
		706	Bag Prepping(Bag Doubling)			100	50	Bages	1:00:00	2:00:00	Sumith	2:00:00	6:00:00
			6"			100				2:00:00	Sumeera	2:00:00	
											Ajith	0:00:00	
											Kanishka		
											Sangeeth	0:00:00	
											Bensly	0:00:00	
						200					Duminda	0:00:00	0:00:00
			4"								Nishan	2:00:00	
			4"								Duminda	0:00:00	
										0:00:00	Sumith	0:00:00	
			9"							0:00:00	Sumeera	0:00:00	
											Ajith		
											Kanishka		
											Sangeeth		

According to Forecast Man hours Report Projected details enter to Summary Actual Station Wise Report.

✓ **Summary Of Labor Actual By Station**

Then calculated total time spent in a particular substation with in a day for the summary actual sheet.

Summary Actual Station Wise																
Station ID	Sub-Stations	Actual Units	Sumith		Sumeera		Ajith Kumara		Kanishka		Sangeeth		Bensly		Bandara	
			Act	Pro	Act	Pro	Act	Pro	Act	Pro	Act	Pro	Act	Pro	Act	Pro
700	Prepping															
701	Prepping Boxes															
702	Prepping Ice Pack															
703	Water Prepping															
704	Helping Prepping Station															
705	Fill and Prep styro Chip Buckets															
706	Bag Prepping(Bag Doubling)															

Recorded total time spent on each substation and recorded that each employee's actual time.

✓ **Summary of labor Total Actual vs Master Station Labor Involved Actual As a Percentage**

**Tropical Fish International (PVT) LTD**

Wadduwa Marine Centre

SL/Wadduwa - Daily Productivity Worksheet Analysis Summary

		Planned Vs Actual Station Wise								
Production Date:	3-Mar-16									
Report Date:	4-Mar-16									
Prepared By:	Nilushika Damayanthi									
Master Station ID	Master Station	Projected Labor	Projected Man Hrs	Actual Labor Involved	Actual Man Hrs	Variance Actual Vs Projected hrs %	Planned Units	Actual Units	Actual as a percentage of total Hrs	Projected as a percentage of total Hrs
100	Incoming Shipments	0	00:00	1	03:30	-15%			3.20%	0.00%
200	Bagging	0	00:00	0	00:00	0%			0.00%	0.00%
300	Clipping	0	00:00	0	00:00	0%			0.00%	0.00%
400	Packing	0	00:00	1	00:45	-3%			0.69%	0.00%
500	Closing & Dispatching	0	00:00	0	00:00	0%			0.00%	0.00%
600	Outgoing Shipments	0	00:00	0	00:00	0%			0.00%	0.00%
700	Prepping	9	20:00	1	05:00	63%		147 bags	4.58%	17.58%
800	Maintenance Farm Equipment	3	13:30	2	18:00	-19%			16.48%	11.87%
...	...	...	...	...	...	...			...	...

Below detail need to be update into this sheet.

- Master Station Id- Categorize Master Station according to the Master Station Id's
- Actual Man Hours – Total hours Spent on each Master Station ( Summary of labor station wise)
- Actual Labor – No of total employees involved in that particular Master Station

Look in to these all details have any verification in these details that taken under unique and asked explanation from **SL Wadduwa Farm**.

