

# OFFICE PROCESS RECORD

## (Teknowledge Shared Services (PVT) LTD)

Subject	SL Wadduwa Farm Weekly Productivity work sheets error count report
Department	Labor Planning
Recorder ( Name and Designation)	Nilushika Damayanthi ( Assistant Labor Planner)
Approved By (Name and Designation)	Dilan
Created Date	7/29/2016
Last Updated Date	3/16/2016
No of Pages Including the Pag	3 Pages

### Interdiction

SL Wadduwa Farm Weekly Productivity work sheets Deficiencies report

1. The Weekly Productivity work sheets Deficiencies report on every Monday.
2. Weekly Productivity Deficiencies report needs to be reviewed and post in SL Wadduwa Farm Management.

### Content

Following guidelines can be used when updating the weekly Deficiencies report.


- i. Daily updated Productivity work sheets errors total count enter to weekly summary report Date and Employee's name wise
- ii. Employee wise total error count reviewing

### Process

#### How to Prepared Weekly Deficiencies report

- Daily updated Productivity work sheets errors total count enter to weekly summary report Date and Employee's name wise
- Employee wise total error count reviewing

Production Date.



S/L Wadduwa Productivity Worksheet deficiencies									Production Date :		Monday, July 20, 2015
Prepared By Nilushika Damaganathi									Report Date :		Tuesday, July 21, 2015
Date	Auditor	Supervisor	Employee	Station ID	Station Description	Error Count	Total Time Spent @ Station	Correct ID(IF Available )	Error type	Supervisor Checked Yes/No	Justification/Explanation from Supervisor
20-Jul	Mohan / Wickrama	Nilanka	Sumith	1013	Tank Cleaning and Washing	1	1:30		# of units and system id not recorded	no	
				103	Incoming Shipment Acclimation	2	1:45		# of units not recorded		
20-Jul	Mohan / Wickrama	Nilanka	Kanishka	103	Incoming Shipment Acclimation	2	2:45		# of units not recorded	no	
				1013	Tank Cleaning and Washing	1	1:30		system id not recorded		
				1013	Tank Cleaning and Washing	2	2:45	2904	wrong station id recorded		
20-Jul	Mohan / Wickrama	Nilanka	Dilhara	103	Incoming Shipment Acclimation	2	2:30		# of units not recorded	no	

Employee Name and Error count

## SL Wadduwa Marine Centre SL Wadduwa Weekly Productivity Worksheet Defficiencies Report

Last Updated Date : 23th Mar 2015

Report Date : 7/28/2015

Production Week of : 7/20/2015 to 7/26/2015

Report Created By : Nilushika Damayanthi

Production Week

	20-Jul	21-Jul	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	
Employee Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Error Count
Dilhara Kavishka	2	1	7	3	0	4	0	17
Kanishka Lakshan (Betta)	5	3	1	1	4	0	0	14
Sumith Gunathilake	3	0				1	0	12
Roland Ranasinghe	0	0				0	5	5
Sumeera Sandun	0	0				0	3	4
Sunil Bandara	0	0	0	1	0	0	0	1
Frank Fonseka	0	0	0	0	0	0	0	0
Nishan Chaluka	0	0	0	0	0	0	0	0
C.T. Gamage	0	0	0	0	0	0	0	0
K.T. Bensley	0	0	0	0	0	0	0	0
Serasinghage Susantha	0	0	0	0	0	0	0	0
Gawsala Puveenthiraja	0	0	0	0	0	0	0	0
Wickramalal Gamage	0	0	0	0	0	0	0	0
Thilini Madushani	0	0	0	0	0	0	0	0
Nilanka Jayasuriya	0	0	0	0	0	0	0	0
Mohan Priyanath	0	0	0	0	0	0	0	0
Duminda Jayarathna	0	0	0	0	0	0	0	0

Employee name and Date wise error count

Weekly Total error count name wise

