# **Teknowledge Shared Services (pvt) Ltd**

### OPR FOR PRODUCTIVITY WORKSHEETS DEFICIENCIES REPORT

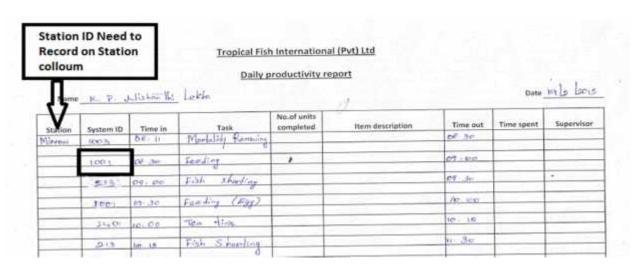
Subject	How to Complete SL Horana Productivity Worksheets Deficiencies
Department	Report  Labor Management
Recorder	Dilumi Menuka
Approved by	Dilan Maduranga
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No. of pages including this page	03

### SL Horana Productivity Worksheets Deficiencies Report

- 1. Error report complete in daily
- 2. Below points need to verify when preparing this report
  - a. Correct Station ID
  - b. Correct System ID
  - c. Accurate time started & completed
  - d. Accurate # of Completed Units
  - e. Worksheet must filled according to the order of the task accomplished
  - f. Correct Item Description
  - g. Farm Manager Audit

#### a. Correct Station ID

Check Station ID with the Station ID report



Check whether	84	910	Filter bag Removal and replacement	
employee has	85	911	Filter Bag Washing	
• •	86	912	Sump Cleanup /T Tables	
recorded correct	87	913	System Modification for Live Stock Distribution	
Station ID	88			New II
	89	1000	Live Stock Care	
	90	1001	Live Stock Feeding	
	91	1002	Live Stock Siphoning	
	92	1003	Live Stock Dead Removal	
	93	1004	Live Stock Medication	
	94	1005	Live Stock Chemical Addition	
9		1006	Live Stock Water Testing	
	96	1007	Live Stock Transfer	
	-			

# a. Correct System ID

Mostly applicable for QA team and Maintenance Team (for all employees who are working with Livestock care and other specific Systems)

E.g. Filters, Pumps etc.

# b. Accurate time started & completed

Name	14. P. J	Lisher the	F 1 4					
en erten.			Lekh		1		Date	1
	System (D	Time in	Task	No.of units completed	Item description	Time out	Time spent	
linen	1003	B#- 11	Mortality Removing			ce- 30		
	1001	DE 30	Tending	,		07 - RE		F
	2131	09.00	Fish shading			109 40		F
- 7	1001	64-30	Feeling (Egg)			/0. €0		F
	2401	10-00	Tea Atos			100 1.55		F
	.913	10.15	Fish Shorting			11 30		F
	100,	31-20	Feeding			11 665		Ŧ
	211	H - MF	Fish Counting			12.30		Ŧ
	2402	19. 30	Tunck time			01.15		Ŧ
	213	D-is	Fish Sheering			D3 - GO		Ŧ
	2401	03.00	Ten House			63-15		Ŧ
	211	07-15	Fish counting			65 66		1

Production start time and end time needs to be tallied with attendance sheet that farm manager send in daily

#### c. Accurate # of Production Units

Total count of units completed during specific time with unit description need to record in "no. of units completed" column.

## d. Worksheet must filled according to the order of the task accomplished

Task completion details need to be filled on time when particular task is completed according to daily plan

## e. Correct Item Description

Describe the item type in item description column E.g. Fish type, Boxes, Bags, Labels

### f. Farm Manager Audit

Farm Manager Need to check for task completion details as well as Productivity worksheet completion errors

How to Complete S/L Horana Productivity worksheet Deficiencies report

			100	and the same of the same of		Production Date:	19-Feb-2015		
	rana Productivity Worksheet defliciencies						21-Feb-2015		
	Pre	pared By Asa	nka Dee	pal					
Date	Auditor	Person	Station ID	Station Description	Error Count	Total Time Spent @ Station	Error type	Supervisor Checked Yes/No	Justification/Expla nation from Facility Manager
19-Feb-2015	Chamitha	Nihal			6	9:15	Not Record The Station ID	Yes	
9-Feb-2015	Chamitha	Nishanthi L		data keeping	1	0:05	Not Record The Station ID	Yes	
9-Feb-2015	Chamitha	Lahiru	1002	පැටවී දැම්මා	1	1:30	Wrong Station ID Recorded	Yes	
			1002	ರ್ಧೀಜೆ ಅಚ್ಚರು	1	0:45	Wrong Station ID Recorded	Yes	ľ.
9-Feb-2015	Chamitha	P.Iresha	2003	cleaning	1	0:15	Not Record The Station ID	Yes	
9-Feb-2015	Chamitha	Kasindu		_	9	9:00	Not Record The Station ID	Yes	
	on details a	nd the erro	or coun	t for that		Total t	time spent on that particula	ar	