

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

### **OPR FOR PRODUCTIVITY WORK SHEET ANALYSIS REPORT**

Subject	How to Complete SL Horana Productivity Work Sheet Analysis Report
Department	Labor Management
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No. of pages including this page	04

#### **SL Horana 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 Horana 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

##### **a. 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.

**Tropical Fish International (Pvt) Ltd**  
**Daily productivity report**

Name: Hemanta Date: 20/10/20

Station	System ID	Time in	Task	No. of units completed	Item description	Time out	Time spent	Supervisor
		08:10			08:10-08:30	08:30		
		08:30			08:30-09:00	09:00		
		09:00			09:00-10:00	10:00		
		10:00			10:00-10:15	10:15		
		10:15			10:15-10:30	10:30		
		10:30			10:30-10:45	10:45		
		10:45			10:45-11:00	11:00		
		11:00			11:00-11:15	11:15		
		11:15			11:15-11:30	11:30		
		11:30			11:30-11:45	11:45		
		11:45			11:45-12:00	12:00		
		12:00			12:00-12:15	12:15		
		12:15			12:15-12:30	12:30		
		12:30			12:30-12:45	12:45		
		12:45			12:45-01:00	01:00		
		01:00			01:00-01:15	01:15		
		01:15			01:15-01:30	01:30		
		01:30			01:30-01:45	01:45		
		01:45			01:45-02:00	02:00		
		02:00			02:00-02:15	02:15		
		02:15			02:15-02:30	02:30		
		02:30			02:30-02:45	02:45		
		02:45			02:45-03:00	03:00		
		03:00			03:00-03:15	03:15		
		03:15			03:15-03:30	03:30		
		03:30			03:30-03:45	03:45		
		03:45			03:45-04:00	04:00		
		04:00			04:00-04:15	04:15		
		04:15			04:15-04:30	04:30		
		04:30			04:30-04:45	04:45		
		04:45			04:45-05:00	05:00		

**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:		0-Feb-15							
		Report Date:		7-Feb-15							
		Prepared By:		Nilushika Danayanzhi							
Date	Name	Master Station	Station ID	System ID	Task	Description	Units	In	Out	Time Spent	
2/6/2015	Dhasun	Live Stock Care	1001		Live Stock Feeding	කෑම දැමීම		08:00	08:30	00:30	
			1002		Live Stock Siphoning	සපයන් කලා		08:30	10:00	01:30	
			2401		Tea time	තේ වේලාව		10:00	10:15	00:15	
			1002		Live Stock Siphoning	සපයන් කලා		10:15	12:30	02:15	
			2402		Lunch time	නැව් වේලාව		12:30	13:15	00:45	
			1001		Live Stock Feeding	කෑම දැමීම		13:15	13:35	00:20	
			2902		Fish sorting	මාංශ නැවැත් කලා		13:35	15:00	01:25	
			2401		Tea time	තේ වේලාව		15:00	15:15	00:15	

Highlight break and Miscellaneous hours by using separate color

## b. 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	Dhasun	Hansika	Krishan	Tharindu
913	System Modification for Live Stock Distribution				
1000	Live Stock Care				
1001	Live Stock Feeding	1:40	2:05	2:00	1:00
1002	Live Stock Siphoning	3:45	2:40	4:30	1:30
1003	Live Stock Dead Removal		0:30	0:15	
1004	Live Stock Medication				
1005	Live Stock Chemical Addition				
1006	Live Stock Water Testing				
1007	Live Stock Transfer				

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

**c. Summary of labor Total Actual vs Master Station Labor Involved Actual as a Percentage**

Tropical Fish International (PVT) LTD				
SL Horana Farm Centre				
- Daily Productivity Worksheet Analysis Summary				
Planned Vs Actual - Station Wise		Production Date:		6-Feb-15
		Report Date:		7-Feb-15
		Prepared By:		Nilushika Damayanthi
Master Station ID	Master Station	Actual Labor Involved	Actual Man Hrs	Actual as a percentage of total Hrs
100	Incoming Shipments	0	00:00	0.00%
200	Bagging	0	00:00	0.00%
300	Clipping	0	00:00	0.00%
400	Packing	0	00:00	0.00%
500	Closing & Dispatching	0	00:00	0.00%
600	Outgoing Shipments	0	00:00	0.00%
700	Prepping	0	00:00	0.00%
800	Maintenance Farm Equipment	0	00:00	0.00%
900	System Maintenance - Life Support	0	00:00	0.00%
1000	Live Stock Care	4	20:25	56.71%

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 Horana Farm**.