

## Teknowledge Shared Services (pvt) Ltd

### OPR FOR PRODUCTIVITY WORKSHEETS DEFICIENCIES REPORT

Subject	How to Complete SL Horana Productivity Worksheets Deficiencies Report
Department	Labor Management
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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

**Station ID Need to Record on Station colloum**

Tropical Fish International (Pvt) Ltd  
Daily productivity report

Date 14/01/2015

Name K. P. J. Lishan Lal Lekha

Station	System ID	Time in	Task	No. of units completed	Item description	Time out	Time spent	Supervisor
Mirissa	1002	08:11	Mortality Handling			08:30		
	1001	08:30	Feeding	1		09:00		
	213	09:00	Fish Shouting			09:40		
	1001	09:30	Feeding (Egg)			10:00		
	21401	10:00	Tea Time			10:10		
	013	10:10	Fish Shouting			10:30		

## Check Station ID's with Station ID report

Check whether employee has recorded correct Station ID

84	910	Filter bag Removal and replacement
85	911	Filter Bag Washing
86	912	Sump Cleanup /T Tables
87	913	System Modification for Live Stock Distribution
88		
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
95	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

#### Tropical Fish International (Pvt) Ltd

#### Daily productivity report

Name K. P. Jishanthi Lekhn

Date 10/11/20

Station	System ID	Time in	Task	No. of units completed	Item description	Time out	Time spent	5
<u>11000</u>	<u>1002</u>	<u>08-11</u>	<u>Mortality Removing</u>			<u>08-30</u>		
	<u>1001</u>	<u>08-30</u>	<u>Feeding</u>	<u>1</u>		<u>09-00</u>		
	<u>213</u>	<u>09-00</u>	<u>Fish Shorting</u>			<u>09-10</u>		
	<u>1001</u>	<u>09-30</u>	<u>Feeding (Egg)</u>			<u>10-00</u>		
	<u>2401</u>	<u>10-00</u>	<u>Tea Time</u>			<u>10-15</u>		
	<u>213</u>	<u>10-15</u>	<u>Fish Shorting</u>			<u>11-30</u>		
	<u>1001</u>	<u>11-30</u>	<u>Feeding</u>			<u>11-45</u>		
	<u>211</u>	<u>11-45</u>	<u>Fish Counting</u>			<u>12-30</u>		
	<u>2402</u>	<u>12-30</u>	<u>Lunch Time</u>			<u>01-15</u>		
	<u>213</u>	<u>01-15</u>	<u>Fish Shorting</u>			<u>01-00</u>		
	<u>2401</u>	<u>02-00</u>	<u>Tea Time</u>			<u>03-15</u>		
	<u>211</u>	<u>03-15</u>	<u>Fish Counting</u>			<u>05-00</u>		
		<u>05-00</u>	<u>Date Keeping</u>			<u>05-15</u>		<u>10</u>

Start Time

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

Horana Productivity Worksheet deficiencies						Production Date :	19-Feb-2015		
						Report Date :	21-Feb-2015		
Prepared By Asanka Deepal									
Date	Auditor	Person	Station ID	Station Description	Error Count	Total Time Spent @ Station	Error type	Supervisor Checked Yes/No	Justification/Explanation from Facility Manager
19-Feb-2015	Chamitha	Nihal			6	9:15	Not Record The Station ID	Yes	
19-Feb-2015	Chamitha	Nishanthi L		data keeping	1	0:05	Not Record The Station ID	Yes	
19-Feb-2015	Chamitha	Lahiru	1002	පැට්ටි දැමීම	1	1:30	Wrong Station ID Recorded	Yes	
			1002	විදුලි පරීක්ෂණ	1	0:45	Wrong Station ID Recorded	Yes	
19-Feb-2015	Chamitha	P.Jresha	2003	cleaning	1	0:15	Not Record The Station ID	Yes	
19-Feb-2015	Chamitha	Kasindu			9	9:00	Not Record The Station ID	Yes	

Station details and the error count for that particular error

Total time spent on that particular Substation