****

**班长工作日志**

**部门： ${1}**

**班组： ${2}**

**日期：** **${3}**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ${4} 星期:${5} 天气:${6} | | | | | | | |
| 班组人数 | | ${7} | 出勤人数 | ${8} | 出 勤 率 | ${9} | |
| 病 假 | | ${10} | | 事 假 | ${11} | | |
| 迟 到 | | ${12} | | 早 退 | ${13} | | |
| 旷 工 | | ${14} | | 换 休 | ${15} | | |
| 公差人员 | | ${16} | | 夜间值班人 员 | ${19} | | |
| 本日工作任务 | **内 容** | | | | **完成情况** | | **负责人** |
| 班前会议记录 | ${20} | | | | | | |
| 班后会议记录 | ${21} | | | | | | |
| 安全情况 | ${22} | | | | | | |
| 其它记事 | ${23} | | | | | | |
| 检查考核意见 | ${24} | | | | | | |