# **1. General Information**

Name of the Organisation :

Number of running sewing machines :

Number of sewing machines (capacity) :

Total number of factory workers :

Total number of factory staff :

Working time (hours) :

# **2. Efficiency details**

## **Sewing Department**

|  |  |  |  |
| --- | --- | --- | --- |
| *Month* | *Target Output* | *Achieved Output* | *Efficiency %* |
| *Mar 2018* |  |  |  |
| *April 2018* |  |  |  |
| *May 2018* |  |  |  |

# **3. HR Department**

## **Workers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Month* | *Absenteeism %* | *Absenteeism with permission %* | *Absenteeism without permission %* | *Monthly Labour Turnover %* |
| *Mar 2018* |  |  |  |  |
| *Apr 2018* |  |  |  |  |
| *May 2018* |  |  |  |  |

## **Staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Month* | *Absenteeism %* | *Absenteeism with permission %* | *Absenteeism without permission %* | *Monthly Labour Turnover %* |
| *Mar 2018* |  |  |  |  |
| *Apr 2018* |  |  |  |  |
| *May 2018* |  |  |  |  |

# **4. Training Department**

Number of Trainers in training school :

Average no. of days for training :

Graduation criteria for operators :

Trainer: Trainee Ratio :

|  |  |  |  |
| --- | --- | --- | --- |
| *Month* | *No. of fresher recruited %* | *No. of fresher graduated to training school* | *No. of fresher working in the production floor* |
| *Mar 2018* |  |  |  |
| *Apr 2018* |  |  |  |
| *May 2018* |  |  |  |

# **5. Industrial Engineering Department**

Average operator efficiency :

Existing Skill gap % :

Man – Machine Ratio :

## **6. Major Products worked so far**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Product* | *SMV/SAM* | *Volume (Pc's)* | *No. of days style was running* | *Efficiency Achieved %* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |