

SteelCraft Welders Nigeria Limited
Monthly - WORK ANALYSIS REPORT (Assistant Director)
(To be completed by Assistant Director for allowance eligibility)

Ref #. SCW/FRN/WARAD/005-2025



SUBMITTED TO		SUBMITTED BY	
REPORTING PERIOD		POINT OF CONTACT	
ADDRESS		ADDRESS	
COMPANY PHONE		PHONE	
EMAIL		EMAIL	
DATE SUBMITTED		DELIVERY METHOD	

KEY TASKS COMPLETED

List all major assignments, projects or operational activities completed or delayed during the reporting period, and major projects supervised
Task – Description: Department/Team: Completion Date: Outcome/Remarks

SUMMARY

Were objectives met withing deadlines? Challenges encountered:

STAFF PERFORMANCE EVALUATION AND SUPERVISION

Provide an overview of team performance, including attendance, work quality, cooperation levels; under your supervision and how did you motivate and guide them. Challenges faced with staff (if any). Corrective measures taken.

Staff Name: Role: Attendance: Work Quality: Remarks:

EVALUATION NOTES

Staff Strengths: Areas for improvement:

EQUIPMENT & SITE OPERATIONS REVIEW AND COMMENTS

Equipment/Facility: Condition: Maintenance Required: Action Taken: Remarks:

PROCUREMENT & RESOURCE REQUESTS

List of new materials, tools, or resources required for the upcoming period, and Procurement Form Reference Date:

Item: Quantity: Estimated Cost (₱): Reason/Justification: Priority (High/Low):

STRATEGIC INPUT & RECOMMENDATIONS

Provide insights or suggestions that can help the company improve efficiency, staff productivity, or workflow

PERFORMANCE SUMMARY

General assessment of company progresses this period: Any pending issues to be addressed: Plan of action for next period:

APPROVALS & SIGNATURES

Role: Name: Signature: Date: