

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

Ref #. SCW/FRN/WARSM/006-2025



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

MATERIALS & INVENTORY STATUS

List all material available at the start of the period: Materials purchased or received (with references to receipts or approvals.)
 Materials issued to specific jobs or sites (Naze, Ubomiri, etc.) Current stock balance and usability condition. Shortages,
 excesses, damages, or losses (if any), with corrective actions taken or recommended.

SUMMARY

Were there any shortages or reorder requirements? Were any materials damaged or misplaced?

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 TOOL MAINTENANCE AND COMMENTS

Equipment Name: Condition: Last Maintenance Date: Next Maintenance Due: Remarks:

PROCUREMENT & RESOURCE REQUESTS

List all new materials, tools, that need to be purchased or replaced 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, reduce wastage, 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