EMPLOYEE HEADCOUNT REPORT

Month: _____

Plant Management				Office Administration			
Sr	Name	Possition	Qty	Sr	Name	Possition	Qty

Engineers - Production					Technicians					Health & Safety officers		
Sr	Planned		Actual		Sr	Planned		Actual		Sr	Name	Qty
	1ST S	2ND S	1ST S	2ND S		1ST S	2ND S	1ST S	2ND S			

Quality Controls - Engineers				Maintenance - Electrical, Mechanical & Inventory(store)			
Sr	Name	Possition	Qty	Sr	Name	Possition	Qty

Manpower														Total			
Sr.	Dept.	Possition	Planned		Actual		Sr.	Dept.	Possition	Planned		Actual		Sr	Possition	1ST Shift	2ND Shift
			1ST	2ND	1ST	2ND				1ST	2ND	1ST	2ND				
														TOTAL			