

National Productivity Organization
Ministry of Industries, Production & Special Initiatives
Government of Pakistan
TRAINING NEED ASSESSMENT (TNA)

Doc # QP/7.5/Trg/F-01
 Rev # 02

1. ORGANIZATIONAL INFORMATION

COMPANY PROFILE:

NAME	<i>M/s</i>		
COMPANY REPRESENTATIVE	<i>Mr / Mrs / Ms</i>		
ADDRESS			
TELEPHONE (EXT.)	<i>+92 -</i>	<i>-</i>	
	CELL FAX	<i>+92 -</i>	<i>-</i>
E-MAIL			

MISSION STATEMENT:

PRODUCT (S):

TYPE OF INDUSTRY:

Processing Manufacturing Service
 Institution
 (if institution, please also fill the annexure "A"
 attached)
 Other: _____

SECTOR:

Textile (Spinning, Fiber, Yarn, Dyeing & Printing, etc.)

 Engineering (Light / Heavy) _____
 Leather
 Pharmaceutical
 Food and Beverages
 Printing
 Education
 Any Other _____

NO. OF EMPLOYEES:

Sr.	Type of Staff	Number of People
1.	MANAGEMENT	<i>HIGHER MGT.</i>
		<i>MIDDLE MGT.</i>
		<i>LOWER MGT.</i>
2.	<i>TECHNICAL STAFF</i>	
3.	<i>LOWER STAFF</i>	

Nominate Productivity Facilitator:

Designation:

Note: (This Performa will be treated as a confidential document. We will ensure its confidentiality.)

CERTIFICATION STATUS:

1. ISO 9001: 2000 [CERTIFIED [NOT CERTIFIED [UNDER PROCESS
 2. ISO 14000 [CERTIFIED [NOT CERTIFIED [UNDER PROCESS
 3. SA 8000 [CERTIFIED [NOT CERTIFIED [UNDER PROCESS
 4. ANY OTHER (Please mention the standard and the status)

PROBLEMS FACING DURING WORKING / PRODUCTION:**SUGGESTED CORRECTIVE ACTION:**

DO YOU REQUIRE PROCESS UPGRADATION FOR YOUR PRODUCTION LINE: [YES [NO
 (IF REQUIRED, PLEASE SPECIFY _____)

- NPO SERVICES:** [FORIEGN EXPERTS REQUIRED (TES) [OBSERVATION / STUDY MISSION
 [CONSULTANCY [TRAINING SERVICES
 [QUALITY CIRCLES [PAKISTAN NATIONAL QUALITY AWARD
 [ENERGY EFFICIENCY [BENCHMARKING
 [APO SERVICES

1. DEPARTMENTAL INFORMATION (Compulsory):
 (Preferably the worst department of the organization)

Name of the selected "Role Model" Department:		Brief Process: (Attach process flow diagram)	
Type of Production: Flow Production <input type="checkbox"/> Small lot production <input type="checkbox"/> Any other:-----	Products of the Dept.	Person Incharge	Contact Person

NO. OF EMPLOYEES:

Sr.	Type of Staff	Number of People	Overall Language level *
1.	Management	MIDDLE MGT.	1 2 3 4
		LOWER MGT.	1 2 3 4
2.	Skilled Workers		1 2 3 4
3.	Semi Skilled Workers		1 2 3 4
4.	Unskilled workers		1 2 3 4
5.	Total Number of Employees in department		

* The Evaluation criteria for Language proficiency:

1. As fluent as the native language (Write and Speak Well)
2. Competent to participate in discussion and express himself.
3. Proficient enough to follow lectures/discussions, but will have difficulties in expressing ideas and giving comments.
4. Cannot speak and write urdu at all.

Major problems:

Problems of selected department (Please Tick the appropriate one)

Technology <input type="checkbox"/>	Wastage <input type="checkbox"/>
Frequent Machine Break Down <input type="checkbox"/>	Rework <input type="checkbox"/>
Lack training / Lack Skills <input type="checkbox"/>	Low wages <input type="checkbox"/>
High cost of production <input type="checkbox"/>	Employees Turnover <input type="checkbox"/>
Occupational Health and safety <input type="checkbox"/>	House keeping <input type="checkbox"/>
Any other (Please specify) _____	

Machine Efficiency and Losses Analysis

Machine Name: (The most problematic machine)	Machine Model:	Machine #
	Year of Manufacturing:	
	Machine working hrs:	

a) Quality Loss (Eq)

		Targeted Losses
Valuable time loss	No of defects /day(units)	<ul style="list-style-type: none"> Defective Products Rework
	No of output products/day(units)	

$$Eq = \frac{(\text{No of outputs} - \text{No of defects})}{(\text{No of output})} \times 100$$

b) Function Loss (Ef)

Net Working time loss	Standard cycle time	<ul style="list-style-type: none"> Idling or short stop speed down
	Machine work time	

$$Ef = \frac{(\text{standard cycle time} \times \text{No of output products})}{(\text{Machine work time})} \times 100$$

c) Stop Loss (Et)

Total planned time (Hrs/Min):		
Planned and Working time Loss	Failure Time (FT)	<ul style="list-style-type: none"> Failure Preparation and adjustment Change tools and material Start-up
	Preparation and Adjustment Time (PAT)	
	Change tools and materials time (CTMT)	
	Start-up time or set-up (ST)	
Total loss time:	FT + PAT+ CTMT+ST	

$$Et = \frac{(\text{Planned time} - \text{loss time})}{(\text{Planned time})} \times 100$$

$$\text{Overall Machine Efficiency} = Eq \times Es \times Et$$

TRAINING NEEDS: (Just tick the appropriate training and also please specify details against each topic, where necessary)

PREFERRED MEDIUM OF INSTRUCTION:

ENGLISH [URDU [ANY OTHER _____

TECHNICAL (Organizational Trainings):

ON JOB TRAINING (OJT) REQUIREMENTS	
(In case of Machine Specific Training, Please indicate the type of Machine) i). Maintenance Process [] ii). Trouble Shooting [] iii). Any Other _____	xii). Instrumentation []
	xiii). Calibration and Monitoring Devices []
iv). Maintenance Management [] Any Detail: _____	xiv). Introduction to Computer and Application Software []
v). Industrial Production Planning and Control []	xv). Computer Maintenance []
vi). Inventory Management / Store Keeping []	xvi). Industrial Machine Tools []
vii). Programmable Logic Controllers (PLC) []	xvii). Industrial Quality Control & Management []
viii). CNC Machines []	xviii). Precision Machining []
ix). Design Techniques and Application Software (CAD / CAM) []	xxi). Electrical system []
Industrial Electronics []	Any other (Please specify)

GENERAL MANAGEMENT TRAINING :	
i). ISO 9000 / ISO 14000 / SA 8000 / Other Standards []	Benchmarking []
ii). Enhancing Human Productivity []	ix). QC Tools []
iii). Productivity Tools []	x). Time Management []
iv). Quality Control Circles []	xi). Leadership & Motivation []
v). 5 S []	xii). Decision Making & Problem Solving []
vi). Integrated Productivity Improvement []	xiii). Kaizen Management []
vii). Enhancing Productivity through Total Quality Management []	xiv). Suggestion System []
viii). Total Productive Maintenance (TPM) []	xvi). Occupational Health & Safety (OHAS) []
ix). Any other training	

ANY OTHER SPECIALIZED TRAINING REQUIRED:

SUGGEST LOCAL Or INTERNATIONAL EXPERTS you may like to hire (if anyone you know):

WE HOPE THAT YOU WILL PROVIDE THE INFORMATION UP TO BEST OF YOUR KNOWLEDGE:

DATE (DAY-MONTH-YEAR): _____
(PLEASE ATTACH EXTRA SHEETS WHERE NECESSARY)

SIGNATURE

NAME & DESIGNATION

**NPO PAKISTAN IS THANKFUL FOR YOUR EARLY AND KIND RESPONSE.
AFTER FILLING THE FORM, PLEASE HANDOVER TO THE DISTRIBUTOR OR MAIL / FAX TO:**

DEPUTY GENERAL MANAGER
NATIONAL PRODUCTIVITY ORGANIZATION
MINISTRY OF INDUSTRIES & PRODUCTION
GOVERNMENT OF PAKISTAN

11th Floor, Shaheed-e-Millat Secretariat, F-6/1
Islamabad

E-MAIL: info@npo.gov.pk

WEBSITE: www.npo.gov.pk

For office Use only

Remarks by the Assessor who conducted the Survey:

Photograph session Video Any other mode : _____

Date of Assessment (**DAY-MONTH-YEAR**): _____

SIGNATURE

Training Need Assessment Report attached

NAME

DESIGNATION

Remarks by the DGM NPO (if any)

Date:

Training Plan not required

Training Plan required

Deputy General Manager