



RCR Sample Report

The actual report will be modified depending on your **needs and requirements**

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What you get

in this sample report

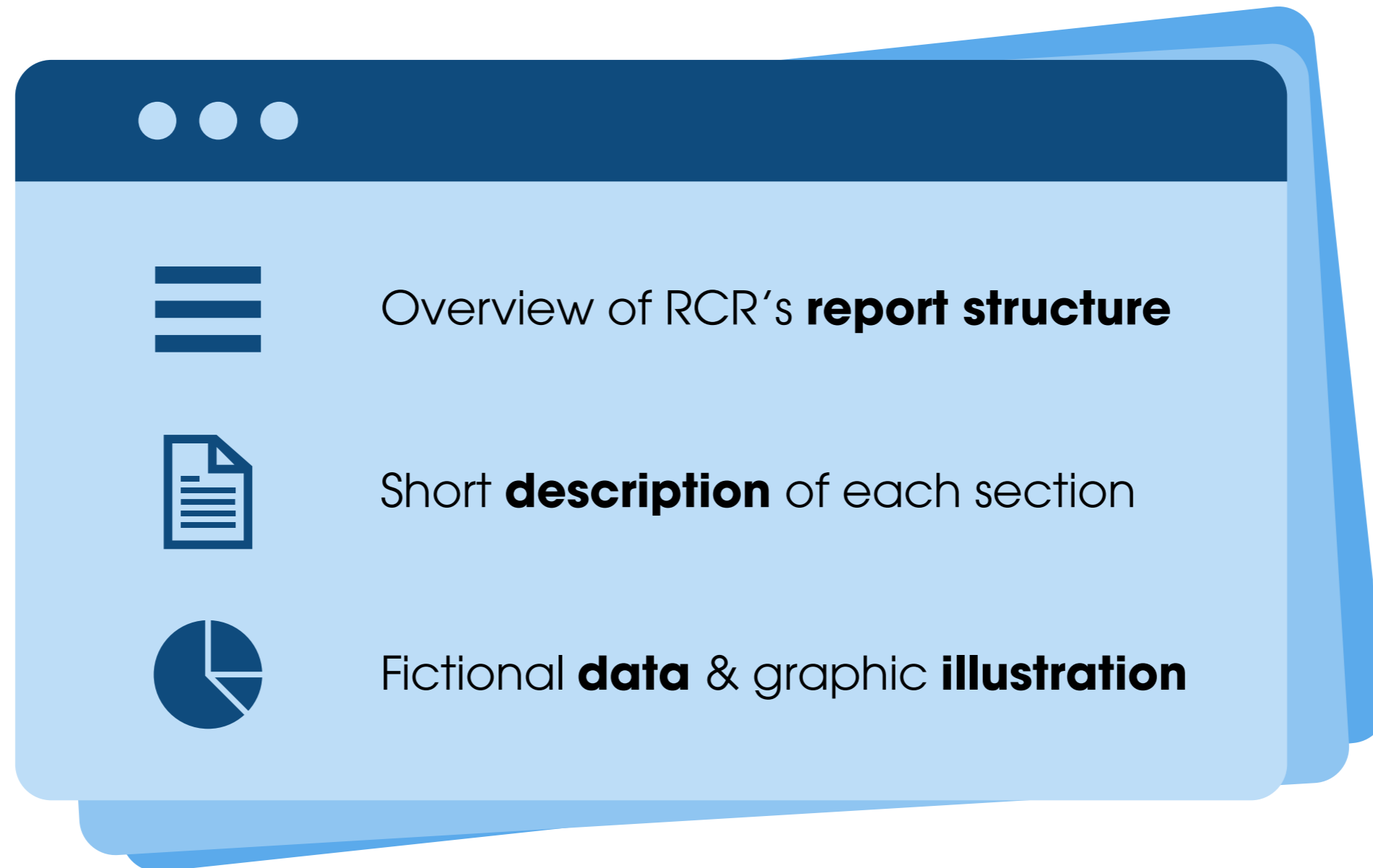


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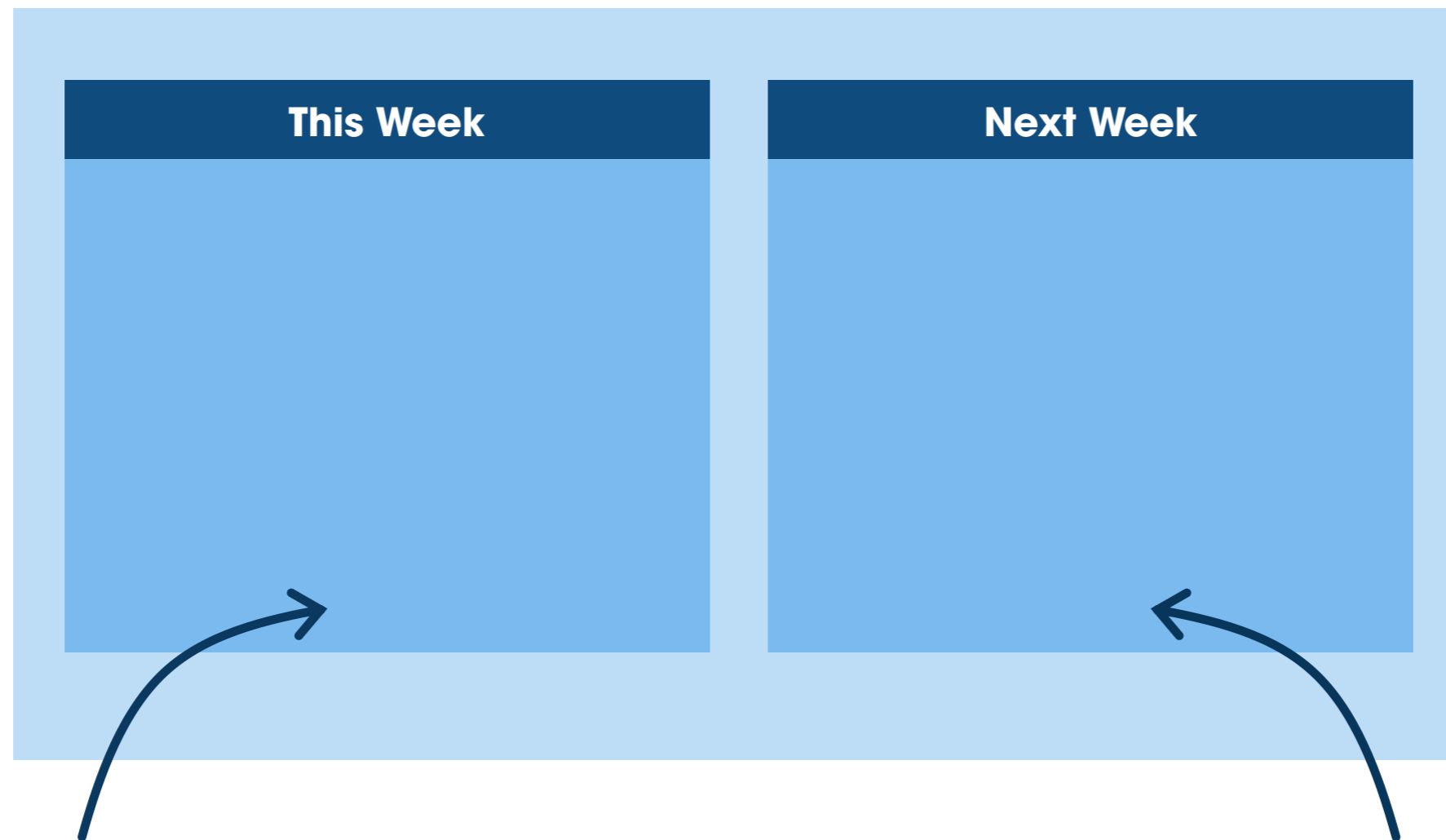


RCR's weekly reports will cover the following areas

Table of Contents

Executive Summary	Subcontractor Engagement
EHS	Kaizen
Maintenance Performance	HR
Operations Performance	Training and Development
Energy Consumption	Others

Executive Summary



The progress of this week's activities covers:

- Safety
- Maintenance
- Energy Consumption
- Subcontractor Engagement, and so on.

Major activities planned for next week

EHS



Safe-man Hour

#	External Violations	This Week Total Safe-man hour
#	Internal Violations	This Month Total Safe-man hour
#	Medical Treatment Cases	Last month Total Safe-man Hour

Record of the **total safe-man hour** by week and by month

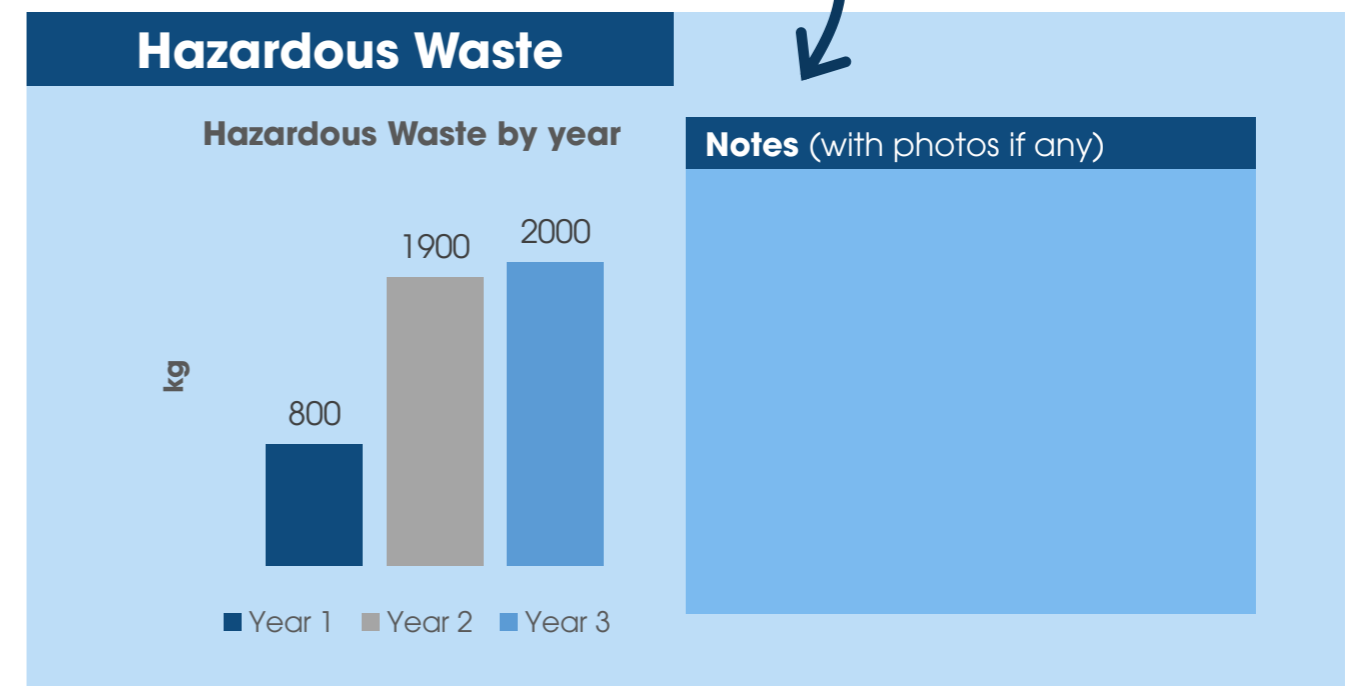
Record of **EHS performance** (Safety Violations, Safety Incidents, Safety Training)

Record of the **hazardous waste** collected

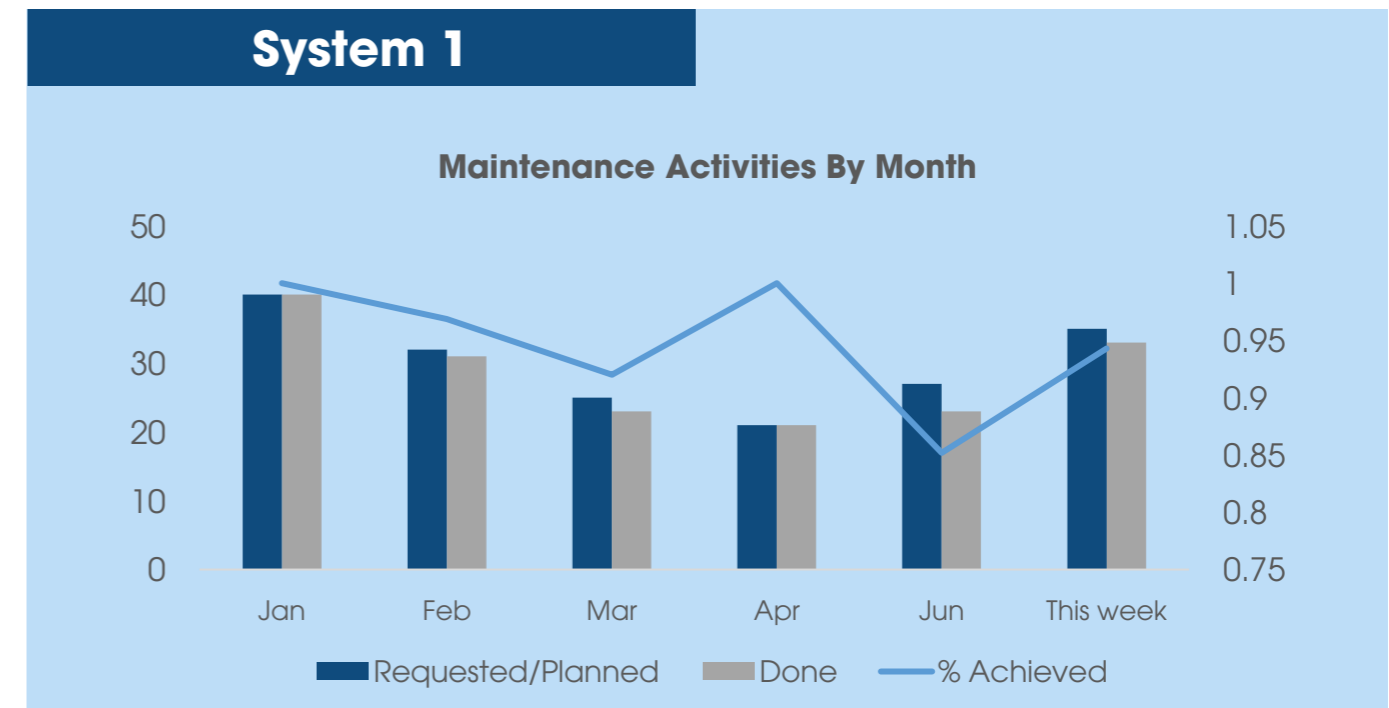
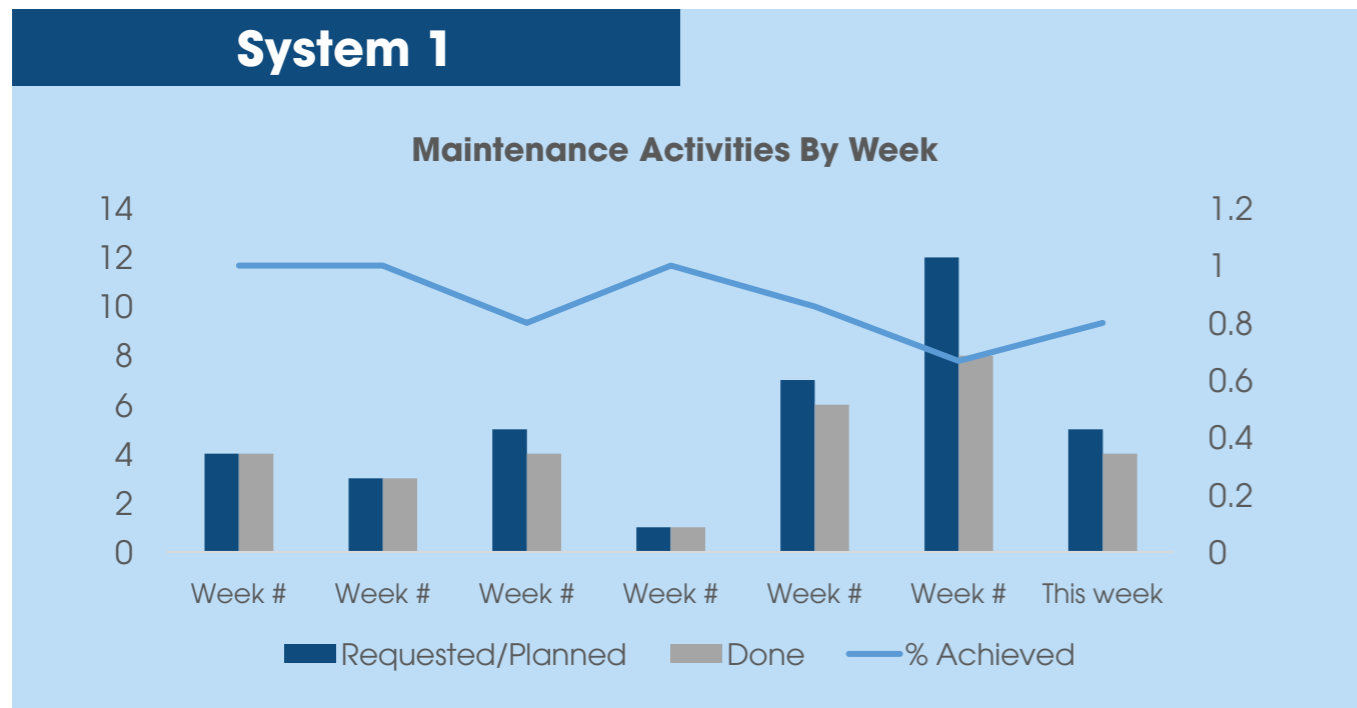
EHS Performance

#	EHS Summary	Year					
		Jan	Feb	Mar	Apr	May	This week
1	Safe-man hour	#	#	#	#	#	#
2	External Violations						
3	Internal Violations						
#	...						

Notes (with photos if any)



Maintenance Performance



Record of **weekly + monthly** maintenance tasks of facilities' utility systems

Maintenance include

Corrective Maintenance (CM)

Preventive Maintenance (PM)

and/or **Predictive Maintenance (PdM)**

Utility Systems include

Electrical

Mechanical

General Building

and so on

Maintenance Performance



Maintenance Activities

Before	During	After
Notes (with photos if any)		



Photos

of each stage of the maintenance activities

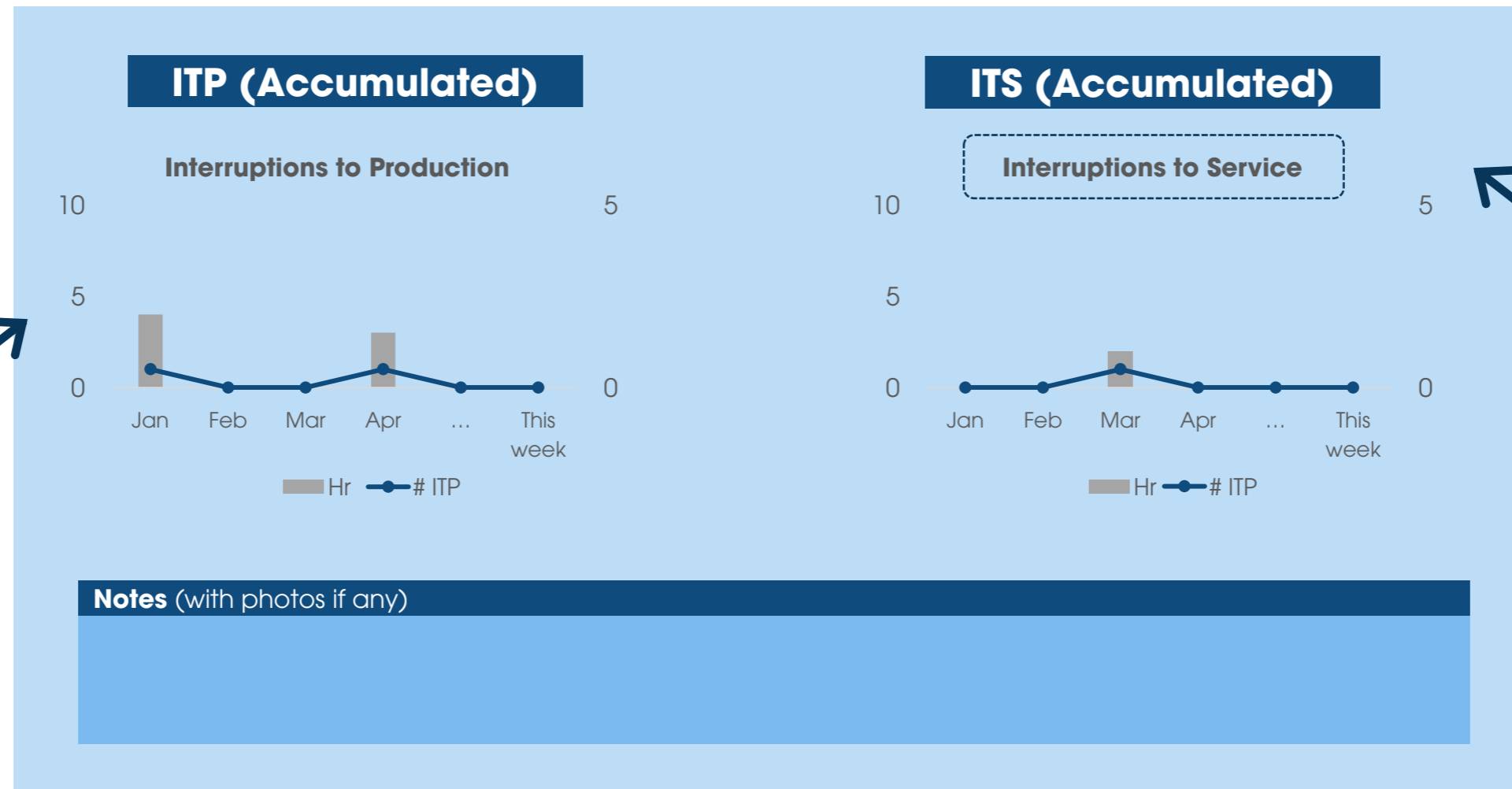
Requested/Done: #/#		Open: #/#	
#	Description	Location	Status
1			
2			
3			



Descriptions + Status

of major maintenance tasks during the week

Operations Performance



Total number of interruptions
during 1 work week

The performance indicator **changes**
depending on the **function** of the building

Functions include

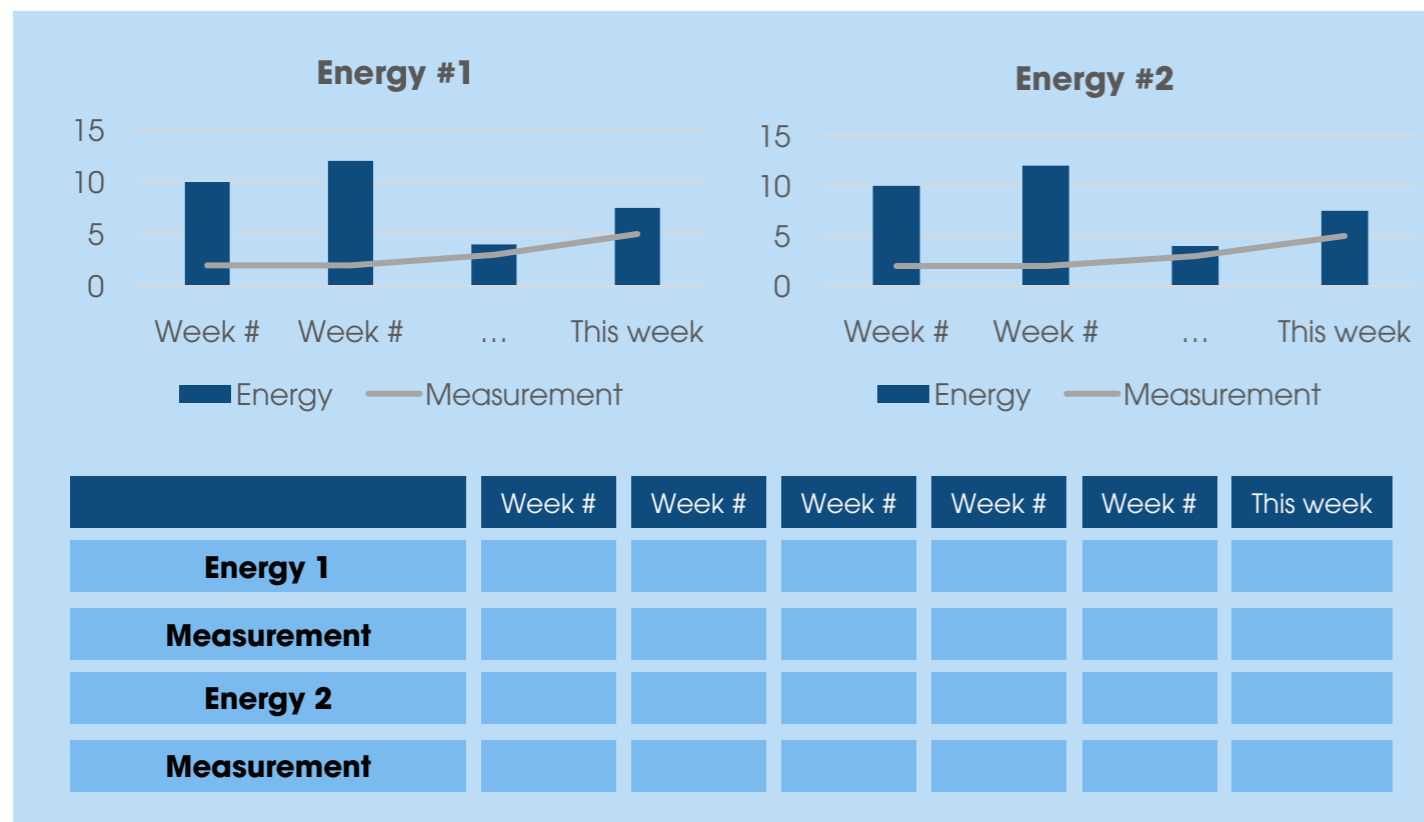
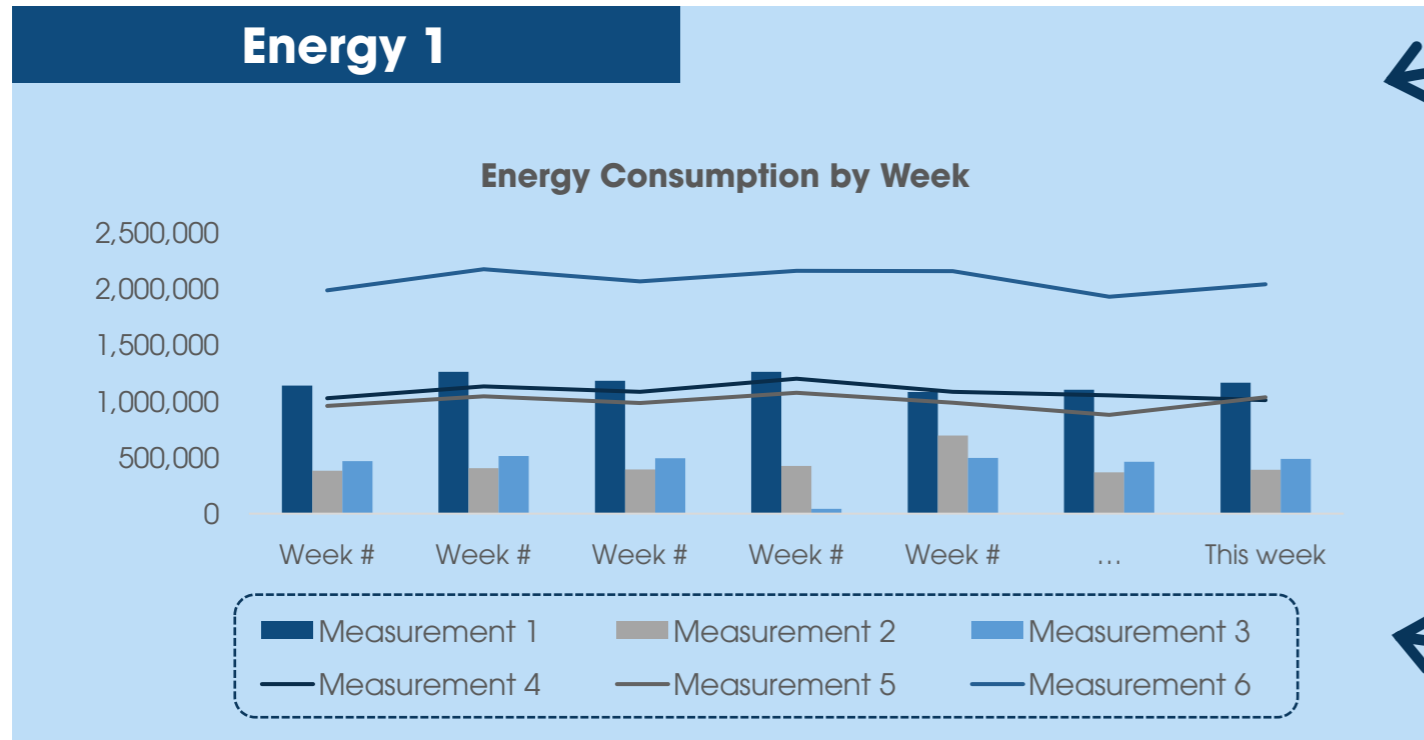
Manufacturing

Office

Commercial

And so on

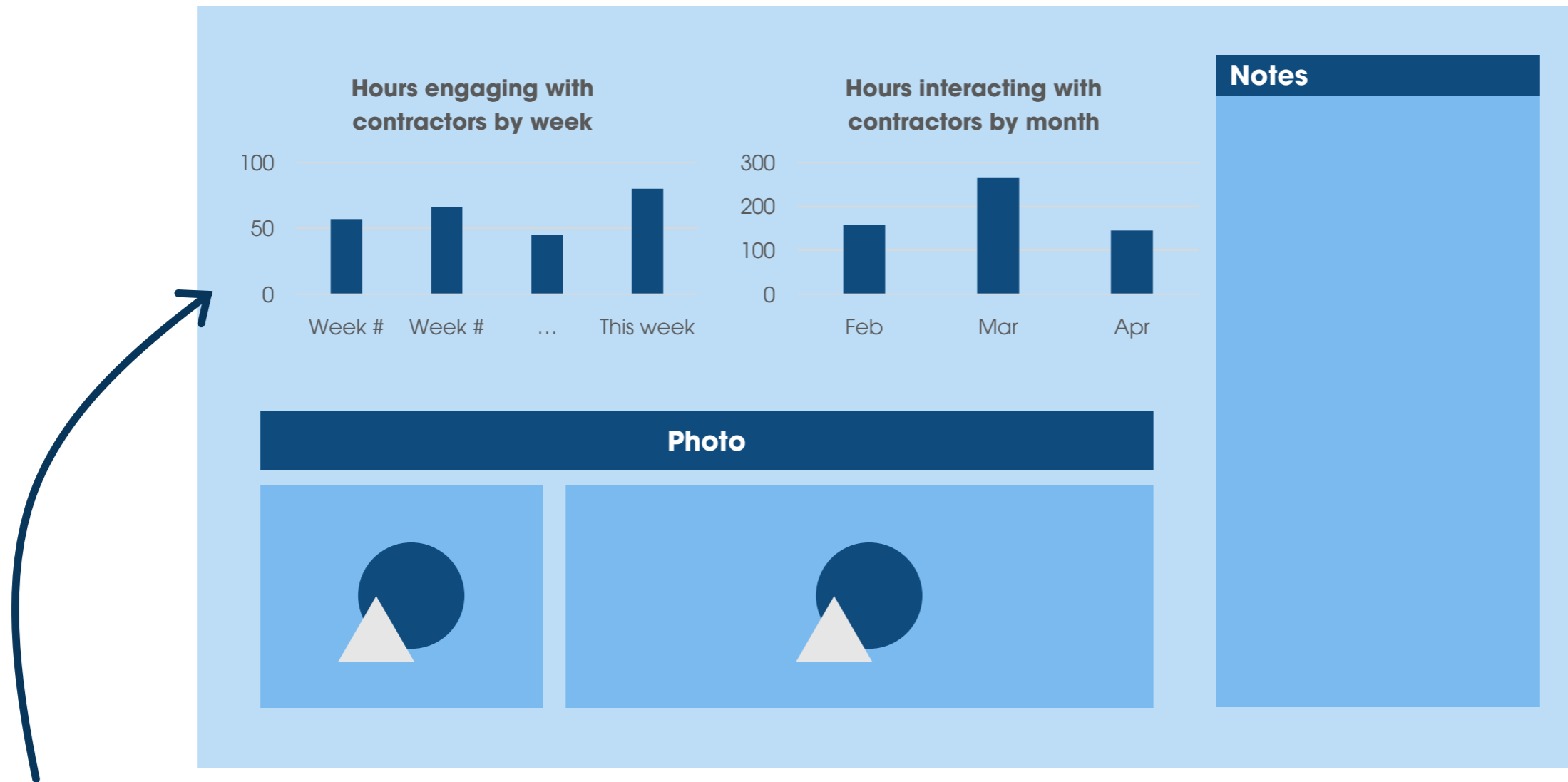
Energy Consumption



Energy consists of

⚡ **Electricity** 💧 **Water** and so on.

Subcontractor Engagement



Number of hours engaging with clients' subcontractors

Engagement with subcontractors can be in the form of

Supervision

Support

Coordination

Safety patrol

Kaizen



Kaizen Proposal	
Before	After
Note	

Kaizen proposals are ideas proposed to improve the facility's condition

The implemented Kaizen proposal is updated weekly until completed

Kaizen proposals relate to

Safety

Process

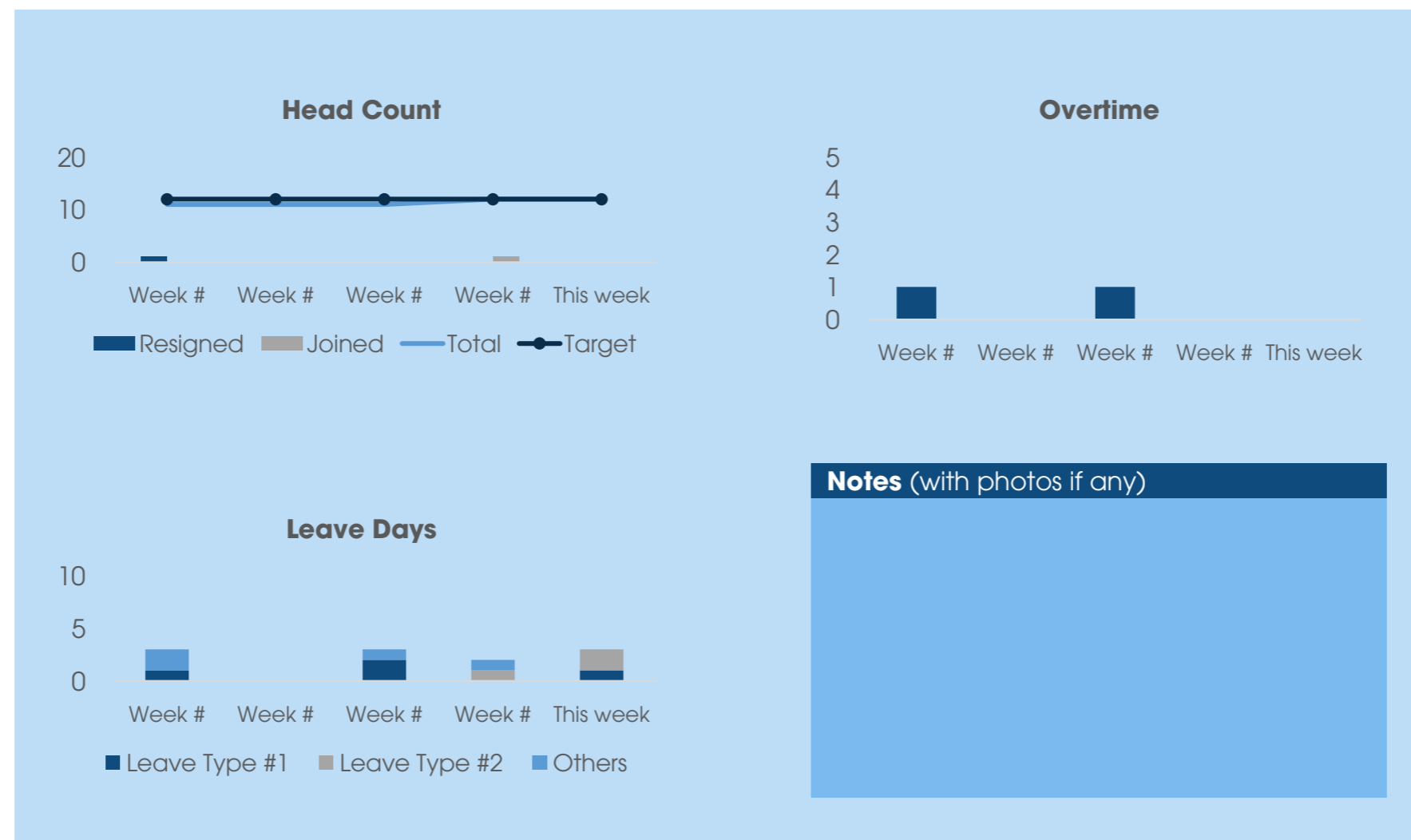
Technology

Cost Saving

Energy Saving

and so on

Human Resources



Status of RCR employees at client's site cover headcounts and working hours

Training & Development



	Training Subject			Photo
Week #				
Week #				
Week #				
Week #				
This Week				

Training Classes organized or delivered by RCR to RCR's members, and/or clients' subcontractors

Others



Week #			
Week #			
Week #			
This Week			
Notes (with photos if any)			



For **any other indicators** that clients want to measure, RCR will track and report on it



Start tracking your facility's performance with RCR now

Learn more about our report **and get the results you want**

Talk with our professionals

