Company Name: _____ AP No: _____

QUARTERLY EMPLOYMENT REPORT FOR DIAMOND BENEFICIATION - 2018

	Q1			Q2			Q3			Q4		
Workforce	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**
Breakdown of Employees												
Direct Workers - (Who work on diamonds and add value to the product)												
Markers												
Sawyers / Lasers												
Bruters (Cutters)												
Polishers												
Other (Trainee Polishers)												
Local Workers												
Expatriates (Foreign Workers)												
Indirect Workers - (Not directly affecting weight, shape or value of the product)												
Sorters (Rough in process and polished)												
Fixers / Setters												
Diamond Handling / Administration (Window Controllers)												
Supervisors, Import / Export Administrator and Monitors												
Quality Controllers												
Production Managers												
Other (Boilers)												
Local Workers												
Expatriates (Foreign Workers)												
Ancillary Workers - Internal service providers to the business)												
General Manager												
Administration (HR, Accounts, Reception, etc)												
Security, Cleaners and Catering												
Storeroom Keeping												
Other(Maintenance, Gardner, IT)												
Local Workers												
Expatriates (Foreign Workers)												
Total Workforce												