| **Department: PCC-Lab Year: 2021 Last Updated on: Nov 5th, 2020** | | | | |  |  |
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| **Obj. No** | **Objectives** | **Key Actions** | **Responsible** | **Target Date** | **Resource**  **(If any)** | **Status** |
| 1. | Utilization of 1M.T hold stock of finished inks out of 3M.tons and ensure regular consumption of held finished inks. | * That material will be worked off in the next batch with proper testing and adjustments in lab. * Check shades with fast moving finish inks and work-off. | A.M R&D | Dec  2021 | Nil | Completed |
| 2. | To develop minimum 1 alternate source of raw materials in order to get economical products and to develop alternate sources as well.  1.pigments  2.resins | * Central R&D (CRD) team will arrange alternate raw materials against existing grades which are cost effective or better in quality. * Samples received by R&D team will be evaluated in respective product line. * Results will be shared with CRD in material evaluation report form. * Approved material with benefit of cost or quality will be arranged by CRD for production trial. | A.M R&D | Dec 2021 | Central R&D | In Progress |
| 3. | Response on new developments to be made on agreed time as per development form received in online application. | * New development form with standard sample (if provided) from sales team will be received. * Standard product is evaluated against nearest product from existing range. * Sample will be prepared against new development by selecting suitable raw materials from inventory. * New developed or modified sample will be evaluated against standard. | Manager R&D | Dec 2021 | Sales team | In progress |
| 4. | Proper tagging/ numbering of pots for proper tracking of batches | * Prepare tagging plates with number and specification of pot * Fixation of plates on relevant pots | Manager Production | Dec 2021 | Metal plates & paint + support from E&M person | In process |
| 5. | Reduce production waste and keep it below 1% for ink batches and below 2.5% for semi finished batches | * Proper sequencing of semi finish batches to reduce waste * Producing larger batches of semi finish material * Proper training of workers | Manager Production | Dec 2021 | Forecast, smooth RM supply | In process |

Prepared By (HOD): Approved By (GM/MD/CEO):