

Employee Name : SANJAY PRAJAPATI
Manager's Name : SANJAY PRAJAPATI
Goalsheet Approval Date : 23-Nov-2016

KRA Category : Business
KRA Weightage : 40

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Get samples from interested suppliers of EMO , in case of doubts, go personally to supplier's premise and do sampling. Do analysis and inform the feedback on time. (one month)	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available
Experiment & implement new cost saving method in laboratory	Text			Not Available	Not Available	Atleast one method	More than one method	Not Available
Check if we are doing unwanted analysis or if the plant or internal customer is demanding useless analysis. Report atleast 4 implementations per year	Text			0 implementations	1 implementations	2 implementations	3 implementations	4 implementations
All glassware breakages are to be registered	Text			Random audits should compliance below 80%	Random audits should compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%

KRA Category : Customer
KRA Weightage : 20

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Inspect the empty tankers , approve / reject with out delays.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available
Approvals for despatches of RMO without delays.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available
Provide support to production by doing experiments in lab , in case of plant problems.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available

KRA Category : Process
KRA Weightage : 20

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Ensure that all the equipments and instruments in lab are calibrated and always running smoothly.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available
Ensure that AMC are done for required instruments, all the spare parts are available whenever the need arise.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available
Ensure that all inputs of analysis (reagents & standard solutions are with correct quality and strength) are ok and chemists follow the SOPs correctly.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available
Arrange all chemicals and reagents required for the analysis , always in time.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available

KRA Category : People
KRA Weightage : 20 _

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Appreciate your team members for their good performances	Text			Not Available	Not Available	At least 5 instances	Not Available	Not Available
Ensure that IDP's identified are received by your team members.	Text			Not Available	Not Available	Not Available	100% compliance	Not Available
No arrogant behaviours / non cooperation / quarrelling with other colleagues	Text			2 to 5 instances	Upto 2 instances	No instances	Not Available	Not Available
Always follow lab safety measures , always use proper PPEs while on duty.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Random audits should comply 100%
Ensure proper housekeeping in lab. Conduct internal audits by production person, keep relevant records	Text			Not Available	Not Available	Random audits should comply above 90%	Not Available	Not Available