

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
Gate Security : 100% compliance to specified security norms as laid by Corporate guidelines	Text			Not Available	Not Available	"1.Only authorised men/material is allowed through the gates as per procedure. 2.Visitor management. 3.Maintainence of registers. Maintain register for material going out /coming in without SAP entry. 4.Check Attendance of company employees & contract labours. "	"1.Do not have any comment by auditors. 2.Timely circulation of NRG/RGP report. 3.Proper Material control through system only. 4.verifying & timely sending the bill to account department before 5th of all contractor/transporters bill. "	"1.Reduction in theft cases by 20 % 2.No production loss due to all shift in/out and should take place maximum of 15 min. 3. Secure environment in close vicinity for worker and contract workers to ingress and egress the plant. Incidents to be brought to less than 1 per quarter. 4. liaison with police authorities atleast once a month. "
Perimeter Security: 100% compliance to specified security norms as laid by Corporate guidelines	Text			Not Available	1.Unauthorised perimeter security incidents to be reported and immediate action taken 2.Maintenance of security lights, fence & their effectiveness. 3.Ensure regular patrolling of perimeter	"1.regular patrolling.to report sleeping cases and safety violations 1 % more than last year on month to month basis. 2.report breach of fence,maintenance of security light . "	"1.Reduction in throwing incidences of Plant material by 30 % over last year. 2.Observations/advisories to be communicated to respective departments regading near miss 3.Regular patrolling.to report sleeping cases and safety violations 3 % over last year."	"1.No incidence 2.Regular patrolling to report sleeping cases and safety violations 5 % over last year."
Training of outsourced security	Text			Not Available	Not Available	"1.The syllabus of contractor security team checked by security management to ensure that the contract security is trained as per needs of VVF. 2.This inculdes basic security drills, friefighting trg to include wet and dry drill,The trg for response to fire alarms . "	Not Available	Not Available
Contract security statutory compliances	Text			Not Available	Not Available	Selection of vendor and signing of contract timely	Pay allowances & all clothing timely	No statutory compliance /audit objections
Transport Security	Text			Not Available	Not Available	"1.Proper monitoring of all transport for pilferages / theft at the gates during entry/exit and devising proactive measures to check loss of company material during transportation. 2.Ensuring interplant movement is monitored on a day to day basis and incidents reported within 48 hours. 3.Ensuring all vehicles are accurately sealed/escorted to avoid contamination/shortage s. 4.Keep proper track on weigh bridge operations. 5.Periodical calibration of the weigh bridge & cross check with different units for the material deficit & surplus. 6.Vigilant while sampling and proper method of carrying samples to QC lab. "	"1. checking of tankers at main gate as per check list and make robust system . 2. effective intervention during traffic bottlenecks/ incidences internally/vicinity of factory premises. 3.Superimpose during verification of weighbridge calibration. 4.100% seal checking of tanker &proper follow up of sampling system to ensure and raise near miss/violation of system 5.Proper anyalisis of improper seals & information to quality if found seal tampered or improper."	"1.All critical tankers check list to be maintained individually. 2.More than six cases of tanker leakages while leaving / entering premises and follow up action taken. 3.more than six cases of sample check violations reported."
Input regarding Security for Kutch & Sewree Plant	Text			Not Available	Not Available	Give proper feedback regarding security to Management to plug gaps & improve systems. Take up new projects & assignment to improve overall security of these locations.	Keep a proper track on overall security through reports & regular communication with security supervisors.	minimum five measures implemented to prevent security breach having direct major impact on operations

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Keeping Own and the outsourced security within Budget constraints.	Text			Not Available	Not Available	"1.Ensure optimum utilization of outsourced security . 2.Use extra security only after specific sanction and debited to department requesting the same."	"Not to exceed other than mandatory 2 executives post per shift. "	saving of 4.5 lacs by using contract guard in place of company guards were feasible.
ensuring that all essential fire maintenance is carried out economically	Text			Not Available	Not Available	"1.Ensure timely availability of spares. 2.Optimise the fire fighting equipment maintenance . (example_ Save rs 250 per extinguisher due for in maintainence cost by using cartridge type instead of stored pressure type.). "	Not Available	Not Available

KRA Category : Customer
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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
People behaviour	Text			Not Available	Not Available	"1.Ensure own department maintain 5's standards in documentation & maintainance. 2.Providing behavioral aberation cases within the factory premises at leaset once a month."	Minimum of three major improvement suggestions to other departments.	Minimum of five major suggestion.
Ensuring image of company is maintained with all visitors and visitor management.	Text			Not Available	Not Available	Mitigation of all visitor complaints and proper handling of visitor & government officials at gate,conduct briefing , plantation & provide proper guidance about plant.	Not Available	Not Available
Maintenance of Fire fighting equipment	Text			Not Available	Not Available	"1.Regular upkeep of fire pumps/equipment/s ,hydrant line. 2.All fire fighting equipment to be kept current and filled by due date. 3.Monthly inspection and servicing of Fire Fighting equipment. 4.conduct hydraulic testing of fire extinguishers "	Ensure internal audit of fire fighting equipment once in a quarter in conjunction with EHS departent and progress all observation till completion.	No major fire in the plant and minimum 12 near misses reported.
Training of Security persons in Fire fighting	Text			Not Available	Not Available	"1.100 % compliance ,conduct training every Sunday for Security & house keeping. 2.Fire fighting refresher training to security persons once in 3 months and average rating of security persons to be minimum 80%. "	Minimum four fire drills of the complete factory in conjunction with EHS department.	Minimum one fire drill to be conducted in conjunction with EHS & civil fire fighting department.

KRA Category : People
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Monthly Fire & security Reports	Text			Not Available	Not Available	Ensure timely and accurate monthly report dissemination	Root cause anyalsis & preventive measures of all incidences/violations of safety /security in coordination with EHS department.	Not more than two minor incidences and increase in reporting of near misses by 50%.
Radio Communication	Text			Not Available	Not Available	Maintain 100% maintenace of equipment & communication	Not Available	Not Available
Security Manual	Text			Not Available	Not Available	Update security manual for Taloja plant with special emphasis on standard as laid down in PMS.	Not Available	Not Available
CCTV's camera	Text			Not Available	Not Available	upgradation & reviews of CCTV's network for sewree & sion.	Minimum six incidences of security breached to be detected through cctv system	Reporting more than 12 incidences of breach detected.
Scrap Management : Nil incidents of Pilferage/theft during scrap movement	Text			Not Available	Not Available	"1.Ensure proper security supervision on of all scrap (Daily scrap,Noodle MS/SS,Powder,Filter mud,Pet coke ash) moving out of plant. 2.Ensure proper system/SOP is being followed 3.Ensure proper sorting of scrap before moving it to scrap yard area "	Minimum three cases of theft/fraud during scrap disposal process.	Minimum five cases reported.