

Employee Name : Vinod Verma
 Manager's Name : Sunil Katekari
 Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 15

KRA Description : CAPA Quality Improvements

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
FIR by Concerned department within 24 Hrs	Text	20		Complied	Complied	Complied	Complied	Complied
Preliminary investigation by EHS department within 48 Hrs	Text	20		Complied	Complied	Complied	Complied	Complied
Detailed investigation by EHS department within(6 working days)	Days	20		8	7	6	5	4
CAPA by concerned department to EHS within(10 Working days)	Text	20		Four	Three	Two	One	One
CAPA closing after two successful verification	Text	20		Red	Amber	Green	Green	Green

KRA Category : People

KRA Weightage : 15

KRA Description : Improve Employee Awareness towards Safety

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
SBO & HI submission per employee 3 / month - compliance %	Percentage	25		75	80	90	95	100
Emergency preparedness training to 100% HOD's and first reportees	Text	25		Nov	Oct	Sept	Aug	July
Emergency preparedness training to company employees(% employees got trained out of total company employees)	Percentage	25		30	40	50	60	70
Planned and unplanned mock drills(mock drills per quarter)	Text	25		One	One	One	Two	Three

KRA Category : Customer
KRA Weightage : 15
KRA Description : Ensure Statutory & GMP compliance

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
Compliance towards license conditions w.r.t. Consent to Operate, Fire NOC, Petroleum license, Hydrogen license etc...	Percentage	20		90	95	100	101	105
Compliance towards statutory activities such as Environment Monitoring, ETP operations as per Factories Act, EPA Act & HPSPCB requirements, Pressure vessels , Lifting tolls & tackles	Percentage	20		90	95	100	105	110
Audit compliance	Text	20		Red	Amber	Green	Green	Green
Pest Control activities 100% compliance	Percentage	20		90	95	100	105	110
To Maintain Quality level	Text	20		4.0	4.1	4.2	4.3	4.4

KRA Category : Business
KRA Weightage : 40
KRA Description : Reduction in Number of Incidents

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
Reduction of FAC over last year %	Percentage	25		30	40	50	60	75
Reduction of Fire Incident over last year %	Percentage	25		30	40	50	60	75
Ensure safe operation through proper work permit system(No reportable incident)	Text	25		Red	Amber	Green	Green	Green
Audits of work permits(% of permits audited out of total permits issued)	Percentage	25		60	65	75	90	100

KRA Category : Process
KRA Weightage : 15
KRA Description : Cross functional Safety Audits

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
Start of cross functional safety audits(Target month)	Text	25		Oct	Sept	Aug	July	June
Preparation of action plan(within days, From the date of audit report)	Days	25		25	20	15	10	5
Quarterly compliances report by EHS(100% Compliance to non budgetary findings)	Text	25		Complied	Complied	Complied	Complied	complied
Tracking and sustainability review results	Text	25		Red	Amber	Green	Green	Green

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Individual Development Plan (WI.CHR.03 F.NO. 1)

Employee Name	Manager's name	Employee ID	Year
Vinod Verma	Sunil Katekari	10003963	2017-2018

Please discuss your strengths and work related weaknesses with your manager and identify your training needs. Your development will happen through the following ways:

Part A: Development through Instructor led training in Classroom

No	Name of program	Faculty	Days	Please explain why the training is needed
1	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
7	Art of Charm	Anant Pednekar	1	

*Mandatory for all employees to attend this program

**Mandatory for employees working at locations covered by the certifications

If you need a program that is not mentioned above, please use the space below. Please note this program may be offered if at least 20 people request for it.

No	Topics required	No. of Days	Internal faculty name
1	Coaching	1-2	rakesh.sharma@vvfltd.com?Rakesh Sharma

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Note: Part B and Part C are to be filled by only AGM and above employees.

Part B: Development through developmental relationships

No	Relationship	Name of leader	Number of Meetings planned	Target date	Program Completed	Reviews
1	Coaching through leader in own function for functional inputs					
2	Coaching through leader in own function for functional inputs					

Part C: Development through action learning projects

Project Title	
Review date	
Target end date	
Project scope	
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	
What is the employee expected to learn from this project	
Reviewer(s) name	
Project Status	
Project Status Comments	