

Employee Name : Sunil HaldankarManager's Name : Sunil Haldankar  
Goalsheet Approval Date : 21-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
Preparation and implementation of new sampling plan	Text			Sampling plan implementation post December 2016	Sampling plan implementation from December 2016	Sampling plan implementation from October 2016	Sampling plan implementation from September 2016	Sampling plan implementation from August 2016
Budget monitoring , monthly feed back to HOD	Text			-	-	95% of the KPI to be achieved	-	-
Handle customer audit and close NC within stipulated time	Text			-	-	80 % compliance	100 % compliance	-
New initiatives of cost savings in packing materials	Text			-	-	80 % compliance	100 % compliance	-
Keep track of absenteeism & glassware breakage	Text			-	-	80 % compliance	100 % compliance	-

**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 NCs are closed within justifiable period, CAPA is extrapolated and used as a tool for continual improvement.	Text			-	-	-	95% target to be met	-
Ensure that ISO documents are updated timely.	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Update of customer specifications at regular intervals	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Approving batches on time for final dispatches	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Daily work log book audits	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%

**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
Complete self IDP	Text			.	.	80% compliance	100 % compliance	.
Ensure all employees in lab use PPEs.	Text			.	.	80% compliance	100 % compliance	.
Ensure that all lab staff get all IDP training for the year 2015 to 2016	Text			.	.	80% compliance	100 % compliance	.
Develop 3 people as trainers on the topics related to " chemistry involved in laboratory" and "good laboratory practices".	Text			.	.	80% compliance	100 % compliance	.

**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
Ensure that chemists do error free analysis and provide results to production in time.	Text			.	.	.	95% of the KPI to be met.	.
Provide marketing , questionnaires related to plant , products and quality system max. within 48 hours of reaching the request.	Text			.	.	.	95% of the KPI to be met.	.
Ensure that despatches do not get delayed from laboratory side. 80 % of the despatches after reaching of the vehicles in factory should be despatched within 48 hrs.	Text			.	.	.	95% of the KPI to be met.	.
Ensure that all instruments are in AMC.	Text			.	.	.	95% of the KPI to be met.	.