

10001220 SANJAY PRAJAPATI

Employee Name : SANJAY PRAJAPATI Manager's Name : Chandrashekhar Marathe

Goalsheet Approval Date : 22-Apr-2017

**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	Actual achievement of year end	Appraisee comment on actual achievement
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	Comply above 95%	Comply above 95%
Experiment & implement new cost saving method in laboratory	Text			Not Available	Not Available	Atleast one method	More than one method	Not Available	Not available	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	2 implementations	2 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%	Comply above 95%	Comply above 95%

**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	Actual achievement of year end	Appraisee comment on actual achievement
Inspect the empty tankers , approve / reject with out delays.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available	Comply above 95%	Comply above 95%
Approvals for despatches of RMO without delays.	Text			Not Available	Not Available	Not Available	Random audits should comply above 95%	Not Available	Comply above 95%	Comply above 95%
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	Comply above 95%	Comply above 95%

**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	Actual achievement of year end	Appraisee comment on actual achievement
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	Comply above 95%	Comply above 95%
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	Comply above 95%	Comply above 95%
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	Comply above 95%	Comply above 95%
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	Comply above 95%	Comply above 95%

#### 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	Actual achievement of year end	Appraisee comment on actual achievement
Appreciate your team members for their good performances	Text			Not Available	Not Available	At least 5 instances	Not Available	Not Available	more than 5 instances	more than 5 instances
Ensure that IDP's identified are received by your team members.	Text			Not Available	Not Available	Not Available	100% compliance	Not Available	100% complete	100% complete
No arrogant behaviours / non cooperation / quarrelling with other colleagues	Text			2 to 5 instances	Upto 2 instances	No instances	Not Available	Not Available	No instances	No instances
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%	satisfactory	satisfactory
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	satisfactory	satisfactory