

10002408 SHIVAJI NALE

Employee Name : SHIVAJI NALE Manager's Name : Clarence Carvalho

Goalsheet Approval Date : 13-Apr-2017

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	Appraiser comment on actual achievement
People behaviour	Text			.	.	1.Ensure own department maintain 5's standards in documentation & maintenance. 2.Providing behavioral aberration cases within the factory premises at least once a month.	Give one major/minor improvement suggestion.	Minimum of one major suggestion to other department .	5	whenever any visitor or employees misbehaves/shouts / politely dealt with the situation.
Ensuring image of company is maintained with all visitors and visitor management.	Text			.	.	Mitigation of all visitor complaints and proper handling of visitor & government officials at gate,conduct briefing & provide proper guidance about plant.	.	.	5	Guided all the visitors properly and sent them to the person they wish to meet.
Maintenance of Fire fighting equipment	Text			.	.	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	do atleast one internal audit of fire fighting equipment in conjunction with EHS department and progress all observation till completion.	No major fire in the plant and minimum 4 near misses reported.	5	maximum possible efforts are taken to complete internal Audit,as per checklist most of the equipment's are checked in coordination with fireman.
Training of Security persons in Fire fighting	Text			.	.	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 one fire drills of the complete factory in conjunction with EHS department.	.	5	trained fireman and security guards twice a month,the training program supervise and Guide them properly.

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	Appraiser comment on actual achievement
Gate Security : 100% compliance to specified security norms as laid by Corporate guidelines	Text			.	.	1.Only authorised men/material is allowed through the gates as per procedure. 2. Visitor management. 3.Maintenance of registers. put up for monthly inspection by manager Maintain register for	1.Do not have any comment by auditors. 2.Timely circulation of NRGPR/RGP report. 3.Proper Material control through system only. 4.verifying & timely sending the bill to account department before 5th of all contractor	1.Reduction in theft cases by 20 % case 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	5	All security guidelines followed as laid down by corporate so as to ensure 100% compliance's as per policy.

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						material going out /coming in without SAP entry. 4.Check Attendance of company employees & contract labours.	/transporters bill. 4. interact with night patrolling atleast once a Quarter.	ingress and egress the plant. Incidents to be brought to less than 1 per quarter.		
Perimeter Security: 100% compliance to specified security norms as laid by Corporate guidelines	Text			.	1.regular patrolling,to report sleeping cases and safety violations 1 % 2.report breach of fence,maintenance of security light .	1.Reduction in throwing incidences of Plant material.by 30 % 2. Observations/advisories to be communicated to respective departments regading near miss 3.Regular patrolling.to report sleeping cases and safety violations 3%	1.No incidence 2.Regular patrolling to report sleeping cases and safety violations 5 %	Ensure coordination with law authorities to report and take corrective measures in vicinity of VVF. 3. immediate intimation to police of crime attempts outside the Taloja site	5	Always check and report daily basis's for any Irregularities.
Training of outsourced security	Text			.	.	.	"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 includes basic security drills, firefighting trg to include wet and dry drill,The trg for response to fire alarms	.	5	Trained fireman and security guards once or twice a month, also provide proper training regarding vehicles movement, fire fighting, safety etc.
Contract security statutory compliances	Text			.	.	Selection of vendor and signing of contract timely	Pay allowances & all clothing timely	No statutory compliance /audit objections	5	On trace. regular checking and report for decency. compliance's Done.
Transport Security	Text			.	.	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/shortages. 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 internallyvicinity 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 anyalasis 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 one case/ cases per quarter of tanker leakages while leaving / entering premises and follow up action taken. 3.more than one cases of sample check violations reported.	5	Every Incident of seal broken, leakage,is Informed via email.
Input regarding Security for Kutch & Sewree Plant	Text			.	.	Be prepared to move on deputation /temporay duty at short notice in case of organisational requirement.	.	.	5	providing all support's on demand.

KRA Category : People
KRA Weightage : 20 _

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Monthly Fire & security Reports	Text			.	.	Ensure timely and accurate monthly report dissemination	Root cause analysis & 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%.	5	Done reporting as and when fire occurs.
Radio Communication/electric fencing ,security equipment	Text			.	.	Maintain 100% maintenance of equipment & communication	.	.	5	Report to concern person for repairing, maintained.
Security Manual	Text			.	.	Update security manual for Talaja plant with special emphasis on standard as laid down in PMS.	.	.	5	Updated as and when required, refer and suggest.
CCTV's camera	Text			.	.	upgradation & reviews of CCTV's network for security & sion.	Atleast one incidence of security breached to be detected through cctv system	atleast two incidences of breach detected.	5	No incident of security breach happened during my duty.frequently checked and report for any diffeney.
Scrap Management : Nil incidents of Pilferage/theft during scrap movement	Text			.	.	*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 one case of theft/fraud during scrap disposal process.	Minimum two cases reported.	5	Arrange loading Unloading and keep the photograph for that.

KRA Category : Business

KRA Weightage : 20 _

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Keeping Own and the outsourced security within Budget constraints.	Text			.	.	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	manage all activities with 5 company security guards and 6 contract security per shift.	5	Every possible effort is taken to avoid over time.
ensuring that all essential fire maintenance is carried out economically	Text			.	.	1.Ensure timely availability of spares. 2.Optimise the fire fighting equipment maintenance . Replace rubber parts before they cause any breakage or breakdown.	.	.	5	Maintenance Done as and when any equipment is break down.

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

Employee Name	SHIVAJI NALE	Manager's name	Clarence Carvalho
Employee Code	10002408	Year	2016-2017

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	Program completed	Comments
1	Interpersonal skills	Amit Sanas	2			
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	---	undefined	
3	Effective time management and execution	Amit Sanas	2	To develop the knowledge and implement same	undefined	
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	----- -----	undefined	
5	Advanced Excel (only AGM & above)		2	----- -----	undefined	
6	Environment Health and Safety *	EHS Team	1	Mandatory	undefined	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Mandatory	undefined	
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	Mandatory	undefined	

	**						
10	Influencing skills	Internal TBD	2				
11	Strengths based team building	Charles Carvalho	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	Program Completed	Reviews
1				undefined	undefined
2					

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	Select
Project Status Comments	