

Employee Name : JITENDRA KOLI
Manager's Name : JITENDRA KOLI
Goalsheet Approval Date : 21-Nov-2016

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 all export COAs are prepared and sent within 24 hrs. of despatch.	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%
Ensure preparation of COA at the time of batch approval / protocol preparation.	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%
Ensure auditable documentation, clubbing and filing of documents for their easy retrieval as well as for quality 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
Train atleast three peoples for dispatch related activities	Text			No trainings imparted	only one person trained	Two persons trained	More than three persons trained	More than 5 persons trained
Ensure that the self IDP is complete	Text			Note a single IDP completed	Only one ID complete	Two IDP complete	More than two IDP complete	100 % IDP complete
Train atleast three peoples for handling of hazardous chemicals & preparation and standardisation of standard chemicals	Text			No trainings imparted	only one person trained	Two persons trained	More than three persons trained	More than 5 persons trained
Conduct intermittent chemical storage checks & sample control room checks & generate deviation report	Text			No checks done	Only one check	3 times check	5 times check	.
Conduct training sessions on MSDS for subordinates	Text			No trainings imparted	only one person trained	More than three persons trained	More than three persons trained	100% Complete

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
Check the specs of the customer, and allotted batch results so that wrong despatches do not take place.	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 above 100%
Check labels as per the requirements of the customer and approve them against printed text matter with a counter copy of the same kept in QC. records.	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 above 100%
Internal audits of lables approval given by QC persons	Text			More than 6 complaints of labels from customer	5 to 6 complaints of labels from customer	2 to 4 Complaints of labels from customer	1 to 2 Complaints of labels from customer	No complaints related to labels
Any new specs / format to be discussed with colleagues. Scanned COA copy of the batch should be available in LAN , max. within 10 hrs. of the batch completion.	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 : 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, implementation & intermittant audits 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
Arrange to send the marketing samples to customers on time. (Before three days)	Text			50% of samples took more than 10 days	70% of samples took upto 10 days	85% of samples took upto 5 days	90% of samples took upto 3 days	95% of samples took upto 3 days
Respond to the queries from despatch planning team (within 2 working days)	Text			More than 5 cases of no response	More than 3 cases of no response	2 cases of no response	1 cases of no response	No case of delay
Customer audits	Text			More than 5 NC's per audit	3 NC's per audit	2 NC's per audit	1 NC	No NC
New initiatives of cost savings in packing materials	Text			10% target covered	25% target covered10% target covered	50% target covered	75% target covered	90% target covered