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 the IDP training	Text			No attempt	50% complete	100% complete	.	.
Get familier with a general picture of all plant activities and visit all plants atleast 5 times per year.	Text			No visit	2 time visit with abnormility report	3 time visit with abnormility report	5 time visit with abnormility report	.
Ensure , by year end, all the working area related to chemist is learnt and is manageable independantly.	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%
Always wear proper PPEs while working in lab and while visiting the plants.	Text			More than one case in year	One case in year	.	.	.
Always refer DOs & Don'ts in the lab , do not make spillages , do not use broken glasswares.	Text			More than two case in year	two case in year	.	.	.
Mobile usage inside laboratory premises to be restricted	Text			More than two case in year	two case in year	.	.	.
No arrogant behaviours / non cooperation / quarrelling with other departments	Text			More than two case in year	two case in year	.	.	.

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
Do the analysis and all other works in lab strictly as per SOPs.	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 all analysis results are entered at proper sites and in the first level register with sign and date	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 all batch results entries in shifts in SAP	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%
Maintain proper house keeping in Lab.	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 : 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 minimum glassware breakages	Text			More than 10 cases of breakage	10 cases of breakage	Five cases of breakage	Three cases of breakage	Only one case of breakage
Minimise absentism (Overtime saving)	Text			more than 10 leave without pay	more than 5 leave without pay	more than 3 leave without pay	No leave without pay	Minimum absentism
Ensure that the revised sampling plan is followed	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 : Customer
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
Ensure correct communication from shift to shift, time to time	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 that the results are communicated to the internal customers with out delays & with out errrors.	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%
SAP entries are to be done for complete batches before 5 days	Text			More than 30 days	More than 20 days	More than 10 days	5 to 10 days	Upto 5 days
The deviations with respect to specifications should be brought to notice of seniors & shift in charge	Text			No case reported	Less than three cases reported	Three cases reported	Four cases reported	More than 5 cases reported

KRA Category : Business
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