

Employee Name : Vikas Bhalerao Manager's Name : Vikas Bhalerao
Goalsheet Approval Date : 23-Nov-2016

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
Preparation of various SOPs with the help of seniors	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 document and records on daily and monthly basis (Compilation and records keeping)	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%
Documentation and recording as per FDA and other regulatory rules	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 the IDP training	Text			No attempt	50% complete	75% complete	100% complete	.
Always wear proper PPEs while working in lab and while visiting the plants.	Text			More than one case in year	One case in year	No case registered	.	.
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	No case registered	.	.
Mobile usage inside laboratory premises to be restricted	Text			More than two case in year	two case in year	No case registered	.	.
No arrogant behaviours / non cooperation / quarrelling with other departments	Text			More than two case in year	two case in year	No case registered	.	.
Get famlier with a general picture of all plant activities and visit all plants atleast 5 times per year.	Text			No visit	2 time visit with abnormality report	3 time visit with abnormality report	5 time visit with abnormality report	.

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
Testing of samples of fatty alcohols, Glycerine for IP, BP & USP grade (within 2 days of production)	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%
Maintenance of records in an auditable way and keeping systematically so that retrieval is easy whenever needed	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 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 absenteeism (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 absenteeism

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
Updation of house keeping records, validation of all processes	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%
Updation of calibration & validation of all instruments in micro 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%
updation of documentation and 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 100%
Closing of various NC's if any, related to microbiology lab and activities in microbial 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%