

Employee Name : Sudhakar D
Manager's Name : Sudhakar D
Goalsheet Approval Date : 16-Dec-2016

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
Timely submission & obtain approval of license from FDA for all new products.	Text		25	.	.	Within 6 month from the date of request	within 4weeks from the request date	within 3 weeks from the date of request.
Review of market picked up samples for quality defects, to work with plants to resolve & nullify the occurrence.	Text		20	.	.	Quarterly review and root cause analysis within 1 month.	Gaps identified shall be implemented as part of cheklist/process.	To eliminate the critical observations.
To review the market complaints and identify the gaps in process, facility & personnel and to define the action plan to reduce the complaints.	Text		30	.	.	Monthly review and followup for the gaps fill within 1 month.	Review of the process and follow up with the teams to update procesdures, checklists and avoid in future.	To eliminate the critical gaps.
Review of Incidents, non conformance and to take up with stakeholders to highlight the gaps.	Text		25	.	.	Monthly review with all stakeholders.	Trending and update procedures/practices to avoid the issues.	To eliminate critical issues.

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Identify & list key vendors.	Text		10	To keep the data ready
To check the receipt & rejection data for past 1 year.	Text		15	.	.	.	To collect data of J&J	To collect data of J&J, Nivea & other key clients
To take up vendor assessment based on critical.supplies & rejections.	Text		20	.	.	.	To meet the expectations	To complete the task
Harmonize vendor evaluation SOP.	Text		10	.	.	.	To complete the SOP for Daman & Baddi	To complete the SOP comnsidering all 3 plants.
Audit, execute supplier agreements, monitor the performance of each vendor.	Text		45	.	.	.	To complete J&J	To complete key clients.

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
Review of SMF, VMP & Quality Manual periodically to keep the updations on time.	Text		10	-	-	half yearly review & Update	Quarterly review & update.	monthly review & update.
Global Audit checklist for internal audit of all departments.	Text		10	-	-	-	To prepare & ready for execution.	To execute.
Auditing of all sites once in a year to ensure laid down systems are being followed.	Text		30	-	-	To audit 1 site	To audit 2 sites	To audit all 3 sites.
Ensuring compliance and CAPA effectiveness for Customer Audits.	Text		20	-	-	To sustain effectiveness.	To meet standard expectations.	To achieve excellence.
To Perform gap analysis/mapping of current quality systems i.e. both procedures and Practices.	Text		30	-	-	-	-	To achieve excellence.

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
To identify the team who are process experts & understand current QMS	Text		10	-	-	-	From Daman & Baddi plants	all three plants
To train the teams on current cGMP, risk analysis, impact analysis.	Text		20	-	-	-	to meet the standard	To achieve & align the same thought process.
To discuss with the teams identifying the gaps & perform impact assessment.	Text		10	-	-	-	To meet the standard expectation	to be on same lines as standard protocol.
To take top 3 projects based on last 3 years market complaints.	Text		10	-	-	-	Baddi & Daman plants	All three plants
To prepare protocol for each & execute mock/ challenge studies to avoid further failures from market.	Text		50	-	-	-	To execute & achieve 60% improvements.	To achieve 75% improvements.

KRA Category : Process

KRA Weightage : 20 _

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Identify the QMS which are required to be common procedures across all sites	Text		15	-	-	-	-	Sign off & ready for execution.
Review of Plant procedures to see if any differences and to align with corporate systems.	Text		30	-	-	review of 50% SOPs	Review & finalise the gaps.	review, finalise the gaps & signoff for acceptance by site teams

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To revise the gaps and update all procedures as common procedure.	Text		50	-	-	50 % SOPs are ready for execution	75% of SOPs implementation	100% SOPs implementation
Training & Implementation the QMS.	Text		5	-	-	-	Training conducted to key members.	Training conducted to all concern teams.