

Employee Name : AMRESH PATANGE
 Manager's Name : ASHOKRAO PATIL
 Goalsheet Of Year: 2016-2017

KRA Category : Process

KRA Weightage : 20

KRA Description : Q.A. implementation and continual implementation in plant Training to people from Plant , Vendors, truck drivers on GMP,ISO 22000:2005, ISO 9001,FSSAI

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
1) To prepare training module for GMP+, ISO22000, ISO 9001 and conduct internal audit	Text			Not Available	Not Available	Not Available	Training module prepared as and when required	Not Available
2) To train transporter , vendors , truck drivers for transportation of bags during different seasons.	Text			Not Available	Not Available	Not Available	100 % compliance	Not Available
3)Account for near mis complaint and preparation of QA MR as and when required	Text			Not Available	Not Available	Not Available	QA observation report one every week, 4 per month to be included in QA monthly report	Not Available
4) SDS updation	Text			Not Available	Not Available	Till August 2016 end	Till July 2016 end	Not Available
5) To conduct Packaging Material trials under HOD's guidance	Text			Not Available	Not Available	80% compliance	100 % compliance	Not Available

KRA Category : Business

KRA Weightage : 40

KRA Description : Continuation of ISO 9001:2008 certificate till April 2017 and Implementation of ISO 9001:2015 in May 2017, document preparation for ISO14001, BS18001

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
1) conduct Internal quality audit for all standards	Text			Not Available	Not Available	80 % compliance	100 % compliance	Not Available
2)follow up & completion of IQA NC and make awarness of ISO system in plant and updation of MR DESK at Talaja, Sion and Sewree	Text			Not Available	Not Available	After each audit with in one and half month	After each audit with in one month	Not Available
3) Monitor & Complete SOP changes as required for ISO 9001:2015(Own & other departments)	Text			Not Available	Not Available	Jun_17	May_17	Not Available
4) Documents preparation for ISO 9001:2015, ISO 14001, BS18001	Text			Not Available	Not Available	80 % compliance	100 % compliance	Not Available

KRA Category : Customer

KRA Weightage : 20

KRA Description : Handle customer complaints, suggest CAPA & monitor effectiveness in plant, Customer Questionnaires, Sample Analysis from external laboratories, Vendor audits ,Customer audit

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
1 Ensure timely completion of complaints and as well as CAPA actions and effectiveness and monthly CAPA Report	Text			Not Available	Not Available	Not Available	Not Available	Not Available
2)Fill Customer Questionnaire(CQ) as and when required & send sample for analysis as per requirement	Text			Not Available	Not Available	Not Available	Not Available	Not Available
3) Audit of PM suppliers	Text			Not Available	Not Available	Two Audits per financial year	Three Audits per financial year	Not Available
4) Handle customer audit and close NC within stipulated time	Text			Not Available	Not Available	80 % compliance	100 % compliance	Not Available
5) To suggest the methods , check list to eliminate customer complaints	Text			Not Available	Not Available	80 % compliance	100 % compliance	Not Available

KRA Category : Business

KRA Weightage : 20

KRA Description : Regulatory Affairs

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
EU REACH and K REACH Regulation compliance	Text			Not Available	Not Available	90% compliance	100 % compliance	Not Available
Make Proposal & data required for EU REACH registration for remaining substances	Text			Not Available	Not Available	90% compliance	100 % compliance	Not Available
Work related to addition of Fatty Acids in FSSAI License	Text			Not Available	Not Available	90% compliance	100 % compliance	Not Available
RSPO Regulations.Daily monitoring of RSPO MB dispatch stock.	Text			Not Available	Not Available	90% compliance	100 % compliance	Not Available

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

Employee Name	Manager's name	Employee ID	Year
AMRESH PATANGE	ASHOKRAO PATIL	10000181	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
1	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	This is mandatory
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory
3	Environment Health and Safety *	EHS Team	1	This is mandatory
4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	
6	Effective time management and execution	Amit Sanas	2	
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	
8	Advanced Excel (only AGM & above)		2	
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	
10	Influencing skills	Internal TBD	2	
11	Strengths based team building	Charles Carvalho	1	
12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	Anant Pednekar	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
1			
2			

Note: Part B and Part C are to be filled by only AGM and above employees.

Part B: Development through developmental relationships

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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	Not Applicable
Project Status Comments	