Employee Name : PRATIK PATIL
Manager's Name : Chandrashekhar Marathe
Goalsheet Of Year: 2016-2017

KRA Category : Process
KRA Weightage : 20
KRA Description : Ensure error free Protocols, auditable documentation with proper filing. Updation of SAP reports on time.

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 completion of protocols as soon as the batch is finished (within one day for acids & alcohols, five days for glycerin)	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 entries of batch reports in SAP as soon as the batch is complete (before 5 days)	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%
Visit plant, ware house & sampling point at least 5 times in ayear& submit abnormality report iid any	Text			No visits	Only one visit	2 to 5 visits	More than 5 visits	.
Check & counter sign final batch protocols	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
KRA Description : Ensure optimum output from the shift and reduce the cost of analysis

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 and ensure that the revised sampling plan is followed	Text			Random audits should compliance below 80%	Random audits should compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Check if we are doing unwanted analysis or if the plant or internal customer is demanding useless analysis. Report atleast 4 implementations per year	Text			0 implementations	1 implementations	2 implementations	3 implementations	4 implementations
Take proper decision in time (either with your own common sense or by consulting with siniors) and do not cause un necessary delay or non actions.	Text			Random audits should compliance below 80%	Random audits should compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
All glasswaare breakages are to be registered	Text			Random audits should compliance below 80%	Random audits should compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
All instrument spares breakages are to be registered	Text			Random audits should compliance below 80%	Random audits should 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 : 20
KRA Description : Ensure error free and timely reporting of results of analysis of samples to our internal customers

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
Communicate properly to the concerned department if any deviation of results obtained. No delays should occur .	Text			Random audits should compliance below 80%	Random audits should compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Ensure that all inputs of analysis (reagents & standard solutions are with correct quality and strength) are ok and chemists follow the SOPs correctly.	Text			Random audits should compliance below 80%	Random audits should compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Distribute the works evenly to all members in the shift and ensure that all pending jobs are listed neatly with necessary details.	Text			Random audits should compliance below 80%	Random audits should compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Any abnormal / non routine sample came to the lab to be treated specially and has to inform the seniors either verbally (during general shift hours) or through log book.	Text			Random audits should compliance below 80%	Random audits should 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
KRA Description : Engage in self development activities & to Ensure occupational safety in lab.

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 there is no accident / incident in lab.	Text			More than one incidence	one incidence	.	.	.
Ensure that all chemists use PPEs 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%
No arrogant behaviours / non cooperation / quarrelling with other departments	Text			2 to 5 instances	Upto 2 instances	No instances	.	.
Ensure IDP of yourself and chemists working with you are complete	Text			25% compliance	50% compliance	100% compliance	.	.
Appreciate your team members for their good performances	Text			No instances of appreciation	Upto three instances	More than than three instances	.	.

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

Employee Name	Manager's name	Employee ID	Year

PRATIK PATIL	Chandrashekhar Marathe	10000437	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	
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	
3	Environment Health and Safety *	EHS Team	1	
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	Being shift incharge we can develop our teams for this standard.
8	Advanced Excel (only AGM & above)		2	This training will help me to face internal quality audits & customer audits, I will be more organised & will keep watch on document control.
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	Being Quality Control person I am part of GMP practices, by gaining this knowledge I will be more vigilant towards final product quality.
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

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	Completed

Project Status Comments	