

10001989 Clarence Carvalho

Employee Name : Clarence Carvalho Manager's Name : Ravi Shankar

Goalsheet Approval Date : 11-Apr-2017

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	Actual achievement of year end	Appraisee comment on actual achievement
Gate Security : 100% compliance to specified security norms as laid by Corporate guidelines	Text			Not Available	Not Available	1.Only authorised men/material is allowed through the gates as per procedure. 2.Visitor management. 3.Maintenance of registers. Maintain register for material going out /coming in without SAP entry. 4.Check Attendance of company employees & contract labours.	1.Do not have any comment by auditors. 2.Timely circulation of NRGP/RGP report. 3.Proper Material control through system only. 4.verifying & timely sending the bill to account department before 5th of all contractor /transporters bill.	1.Reduction in theft cases by 20 % 2.No production loss due to all shift in/out and should take place maximum of 15 min. 3. Secure environment in close vicinity for worker and contract workers to ingress and egress the plant. Incidents to be brought to less than 1 per quarter. 4. liaison with police authorities atleast once a month.	5	all aspects of 5 grading were achieved as well ,except for the reduction in theft which remained at 1 incident in the year due to perimeter security breached.
Perimeter Security: 100% compliance to specified security norms as laid by Corporate guidelines	Text			Not Available	1.Unauthorised perimeter security incidents to be reported and immediate action taken 2.Maintenance of security lights, fence & their effectiveness. 3.Ensure regular patrolling of perimeter	1.regular patrolling.to report sleeping cases and safety violations 1 % more than last year on month to month basis. 2.report breach of fence,maintenance of security light .	1.Reduction in throwing incidences of Plant material by 30 % over last year. 2.O bservations/advisories to be communicated to respective departments regading near miss 3.Regular patrolling.to report sleeping cases and safety violations 3 % over last year.	1.No incidence 2.Regular patrolling to report sleeping cases and safety violations 5 % over last year.	4	all achieved except one theft incidence.
Training of outsourced security	Text			Not Available	Not Available	1.The syllabus of contractor security team checked by security management to ensure that the contract security is trained as per needs of VVF. 2.This includes basic security drills, firefighting trg to include wet and dry drill,The trg for response to fire alarms .	Not Available	Not Available	3	The trainings were carried out timely .
Contract security statutory compliances	Text			Not Available	Not Available	Selection of vendor and signing of contract timely	Pay allowances & all clothing timely	No statutory compliance /audit objections	5	all aspects of compliances were ensured from the contractor. Major steps were taken o ensure the standard of turn out improves by series of measures like fines and motivation.
Transport Security	Text			Not Available	Not Available	1.Proper monitoring of all transport for pilferages / theft at the gates during entry/exit and devising proactive measures to check loss of company material during transportation. 2.Ensuring interplant movement is monitored on a day to day basis and incidents reported within 48 hours. 3.Ensuring all vehicles are accurately sealed/escorted to avoid contamination/shortages. 4.Keep proper track on weigh bridge operations. 5.Periodical calibration of the	1. checking of tankers at main gate as per check list and make robust system . 2. effective intervention during traffic bottlenecks/ incidences internallyvicinity of factory premises. 3.Superimpose during verification of weighbridge calibration. 4.100% seal checking of tanker &proper follow up of sampling system to ensure and raise near miss/violation of system 5.Proper anyalisis of improper seals & information to quality if found seal tampered or improper.	1.All critical tankers check list to be maintained individually. 2.More than six cases of tanker leakages while leaving / entering premises and follow up action taken. 3.more than six cases of sample check violations reported.	5	the continuous monitoring ensure sampling was as per procedure hence reporting sampling violations target not achieved. rest all achieved for grading.

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	Actual achievement of year end	Appraisee comment on actual achievement
						weigh bridge & cross check with different units for the material deficit & surplus. 6.Vigilant while sampling and proper method of carrying samples to QC lab.				
Input regarding Security for Kutch & Sewree Plant	Text			Not Available	Not Available	Give proper feedback regarding security to Management to plug gaps & improve systems. Take up new projects & assignement to improve overall security of these locations.	Keep a proper track on overall security through reports & regular communication with security supervisors.	minimum five measures implemented to prevent security breach having direct major impact on operations	5	all incidents were shared , and 1.ensures monitoring of CCTV and its recording. 2.strict control of material in and out and monitoring on a continous basis was ensured.3. replacement and hiring of manpower was done systematically. 4.sealing of vehicles was effectively carried out and monitored between all VVF sub units to ensure no problems in coordinating the same. 5. the security escorts were organized effectively for sewree movement and external security at all outside locations was ensured.

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	Actual achievement of year end	Appraisee comment on actual achievement
Keeping Own and the outsourced security within Budget constraints.	Text			Not Available	Not Available	1.Ensure optimum utilization of outsourced security . 2.Use extra security only after specific sanction and debited to department requesting the same.	Not to exceed other than mandatory 2 executives post per shift.	saving of 4.5 lacs by using contract guard in place of company guards were feasible.	5	1. inspite of shortage of guard by six, OT was 12000hrs against an expected of 20,000hrs . 1.the outsourced security was used for additional tasks like dock movement, storage at vashi and yet kept within budget constraints.
ensuring that all essential fire maintenance is carried out economically	Text			Not Available	Not Available	1.Ensure timely availibility of spares. 2.Optimise the fire fighting equipment maintenance . (example_ Save rs 250 per extinguisher due for in maintainence cost by using cartridge type instead of stored pressure type.).	Not Available	Not Available	5	the fire maintenence was carried out successfully within budget and to satisfaction of all stake holders.

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	Actual achievement of year end	Appraisee comment on actual achievement
People behaviour	Text			Not Available	Not Available	1.Ensure own department maintain 5's standards in documentation & maintenance. 2.Providing behavioral aberation cases within the factory premises at leaset once a month.	Minimum of three major improvement suggestions to other departments.	Minimum of five major suggestion.	5	1.suggested system with multiple suggestions ,for handling the tankers for coconut oil procured through Vashi and ensured effective operations. 2. changed parking priorities for the movement of tankers based on the gate availability and traffic. 3.suggested the identifying and sealing of leaks to arrest wastage of water in fire pipeline.. 4. the deployment of gate 4 , with weighing 40 feet containers outside was suggested to ensure continuous operations during gate two repair period. 5. suggestedhods for arresting foul smell from neighboring industries and followed up by daily check and complaints through EHS. 6.repair of side road along gates 2,3,and 4 to avoid accidents in the coming year is suggested and meeting also carried out with the deputy engineer for expediting the same.
Ensuring image of company is maintained with all visitors and visitor management.	Text			Not Available	Not Available	Mitigation of all visitor complaints and proper handling of visitor & government officials at gate,conduct briefing , plantation & provide proper guidance about plant.	Not Available	Not Available	3	
Maintenance of Fire fighting equipment	Text			Not Available	Not Available	1.Regular upkeep of fire pumps/equipment/ s ,hydrant line. 2.All fire fighting equipment to be kept current and filled by due date. 3.Monthly inspection and servicing of Fire Fighting equipment. 4.conduct hydraulic testing of fire extinguishers	Ensure internal audit of fire fighting equipment once in a quarter in conjunction with EHS departent and progress all observation till completion.	No major fire in the plant and minimum 12 near misses reported.	5	1.20 near misses reported more than 50 percent more than last year. 2.all routine maintenance and minor break downs repair carried out immediately within same or subsequent shift .
Training of Security persons in Fire fighting	Text			Not Available	Not Available	1.100 % compliance ,conduct training every Sunday for Security & house keeping. 2.Fire fighting refresher training to security persons once in 3 months and average rating of security persons to be minimum 80%.	Minimum four fire drills of the complete factory in conjunction with EHS department.	Minimum one fire drill to be conducted in conjunction with EHS & civil fire fighting department.	4	ire fighting drill carried out fortnightly and in coordination with EHS department.

KRA Category : People
KRA Weightage : 20 _

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Monthly Fire & security Reports	Text			Not Available	Not Available	Ensure timely and accurate monthly report dissemination	Root cause anyalsis & preventive measures of all incidences/violations of safety /security in coordination with EHS department.	Not more than two minor incidences and increase in reporting of near misses by 50%.	5	The near misses reported increased to 20 from 12. incidents were limited to two.
Radio Communication	Text			Not Available	Not Available	Maintain 100% maintenace of equipment & communication	Not Available	Not Available	3	
Security Manual	Text			Not Available	Not Available	Update security manual for Taloja plant with special emphasis on standard as laid down in PMS.	Not Available	Not Available	3	
CCTV's camera	Text			Not Available	Not Available	upgradation & reviews of CCTV's network for sewree & sion.	Minimum six incidences of security breached to be detected through cctv system	Reporting more than 12 incidences of breach detected.	3	
Scrap Management : Nil incidents of Pilferage/theft during scrap movement	Text			Not Available	Not Available	1.Ensure proper security supervision on of all scrap (Daily scrap,Noodle MS/ SS,Powder,Filter mud,Pet coke ash) moving out of plant. 2.Ensure proper system/SOP is being followed 3.Ensure proper sorting of scrap before moving it to scrap yard area	Minimum three cases of theft/fraud during scrap disposal process.	Minimum five cases reported.	3	

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

Employee Name	Clarence Carvalho	Manager's name	Ravi Shankar
Employee Code	10001989	Year	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	Program completed	Comments
1	Interpersonal skills	Amit Sanas	2			
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2			
3	Effective time management and execution	Amit Sanas	2			
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2			
5	Advanced Excel (only AGM & above)		2			
6	Environment Health and Safety *	EHS Team	1	Ok		
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok		
8	Training on ISO 9001 & 22000	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +) and cGMP	ASHOKR AO PATIL	0.5	Ok		

	**					
10	Influencing skills	Internal TBD	2			
11	Strengths based team building	Charles Carvalho	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	Program Completed	Reviews
1	Interpersonal skills	2	amit.sanas@vvfltd.com?Amit Sanas		
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	Col Ravi Shankar	six	31/Jan/2017		
2	Coaching through leader in own function for functional inputs	Kishor Salunke	six	30/Jun/2016		

Part C: Development through action learning projects

Project Title	Journey to secure environment .
Review date	3rd week of OCT '16
Target end date	31/Jan/2017

Project scope	To prepare the draft proposal for improving the security environment in the plant . 1. The locations of camers to be identified with their area of coverage. 2. Alarms sytems to be suggested for implementation in conjunction with the project 3. The first phase of cameras to be deployed for new plot by 31 oct 2016 . 4. Suggest means of improving software support to extract and share information with required stake holders.
Project exclusions	Deploy a CCTV network in new plot area (total area of low movement however with very high movement at new tank farm side) to monitor perimeter and movement within the location.-31ST OCTOBER.- All other areas of plant will be taken up in subsequent years..
Project deliverables (Target at rating 3: good solid performance)	1.Formation of team across all functions , security , Instrumentation and IT and10/9/2016 2.Training to all the team member - 31.9.16 3.Training to all people connected with implementation of 1st phase. – Continous process till Feb end 4.Preparation of instructions for human interface – 30.11.16
What is the employee expected to learn from this project	1. Systematic approach towards all processes and no deviation from SOPs 2 System will be more robust and process-centric
Reviewer(s) name	Col RaviShankar
Project Status	Select
Project Status Comments	